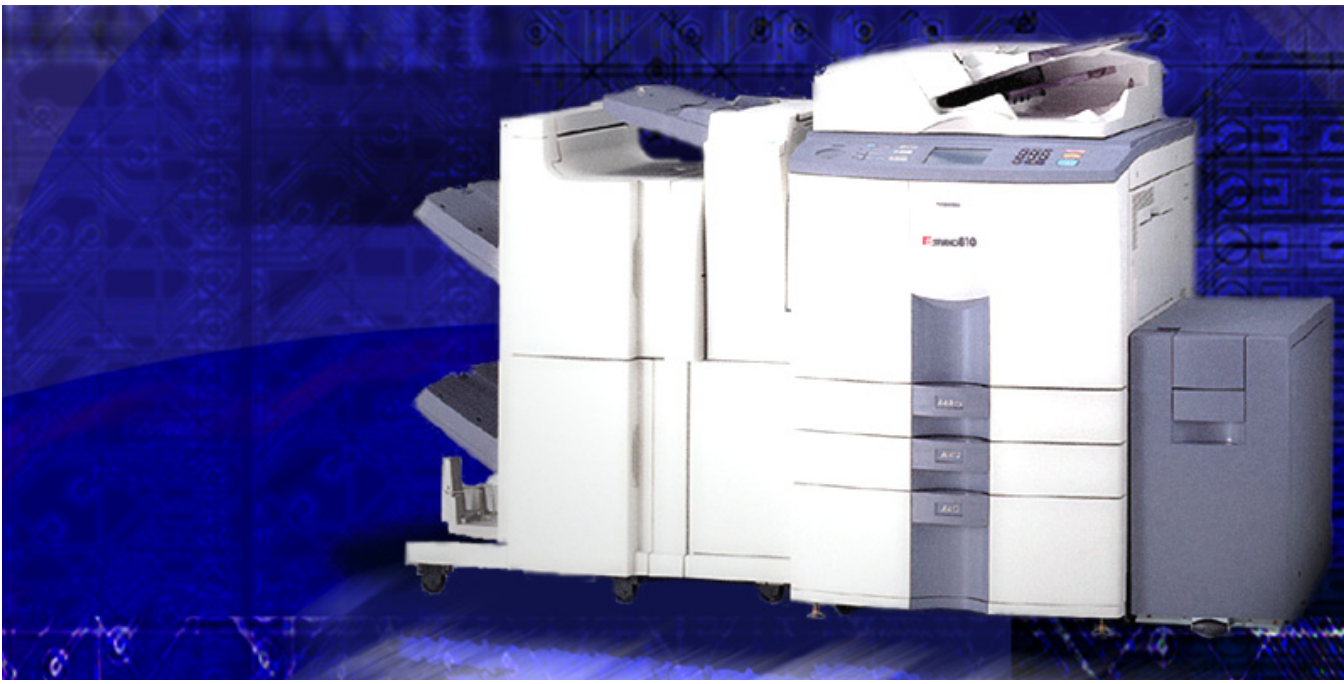
TOSHIBA

Scan Operator's Guide



Version 1.0.6

Your guide to using the Scan functions of your TOSHIBA e-STUDIO550-810 Electronic Document Processing System

TABLE OF CONTENTS

PREFACE 6

Introduction 7
Intended Audience 7
Who Should Read This Guide? 7
Scope 7
Using this Guide 8
Styles and Conventions 8
How this Guide is Organized 9
Terms and Concepts 10
Supplemental References 11

FEATURES AND FUNCTIONS 13

Features and Functions 14
Software Components 14
System Components 15
Scanning Modes 15
Scan Destinations 16
System Requirements 16

SCANNING OVERVIEW 17

About Scan Templates 18
Scan Transfer Agents 18
Setting Up 19

Creating a template 19
Scanning a Document 20
Cancelling a Scan Job 20
Sending a Fax 20

SETUP 22
Using Scan Transfer Agents 23
Setting up Templates 24
Using Public Templates 25
Viewing Public Templates 25
Private Groups and Templates 25
Creating Private Groups 25
Editing Private Group Information 26
Setting or Changing Passwords for Private Groups 27
Deleting Private Groups 28
Creating Private Templates 28
Editing Private Templates 29
Setting or Changing Passwords for Private Templates 30
Deleting Private Templates 30
Configuring Agent Settings 32
Configuring the Send to File Agent 32
Configuring the Send to Email Agent 32
Configuring the Send to iFax Agent 33
Configuring the Send to TopAccessComposer Agent 34
Configuring the FTP Agent 35

SCANNING DOCUMENTS 36
Introduction 37
Placing the Originals 37
Using the Automatic Document Feeder 37
Placing the Originals on the Glass 38
Scanning Procedures 39
Scanning the Originals 39
Selecting a Group for Private Scanning 40
Selecting a Template 41
Scanning from the Glass 43
ADF Scanning 43
Handling Paper Jams 44
Continuing after Clearing a Jam 44
Cancelling a Job after Clearing a Jam 44
Error Handling 44
Scan Parameter Settings 45
Scan Agent Settings in the Control Panel 46
Scan and Agent Settings Summary Screens 46
Scan Settings and TWAIN Agent Settings Summary 47
Scan Settings and FileShare Agent Settings Summary 47
Scan Settings and TopAccessComposer Agent Settings Summary . . 48

Scan Settings and Email Agent Settings Summary 48
Scan Settings and iFax Agent Settings Summary. 49
Scan Settings and FTP Agent Settings Summary. 49
Working with the Address Book 51
Editing the List of Recipients 51
Displaying Address Book Groups 51
Searching the Address Book. 52
User Search Results Screen 53
Scanning Destinations 54
Scanning to TWAIN 54
Scanning to File. 54
Scanning to Email 55
Scanning to Internet-Fax 55
Scanning to TopAccessComposer 56
Scanning to FTP 56

RETRIEVING DOCUMENTS. 57
Retrieving Scanned Documents (TWAIN) 58
Selecting the GL-TWAIN Driver. 58
Finding the Document Folder 59
Retrieving the document Using the GL-TWAIN Driver 59
Viewing Document Details. 60
Updating the Document List 60
Deleting a Document. 60
More Ways to Retrieve Documents 60
Retrieving Using Another Application 60
Retrieving Using TopAccessComposer. 61
Dialog Box Reference 62
Folder Setting Dialog Box Reference 62
Main TWAIN Dialog Box Reference 63
Document Information Dialog Box Reference. 65

MONITORING SCAN JOBS 67
Managing Scan Jobs 68
Viewing Current Scan Jobs 68
Viewing the Scan Jobs Log. 69
Viewing the Scan Message Log 69
Deleting Scan Jobs 69
Scan Administration 69

BASIC TROUBLESHOOTING 70
Error Messages 71
Twain Driver Errors 74
Cannot Find the GL-1020 74
Cannot Access TWAIN Folder. 74
TWAIN Driver Dialog Does Not Appear. 74
Cannot Acquire Document 74

B/W Image Reversed. 75
Cannot Acquire Multi-Page Document 75
Cannot Open a Password Protected Folder or Document 75

SCAN TAB REFERENCE 76
Scan Jobs Page 77
Scan Jobs List 77
Controls 77
Templates Pages 78
Templates List Page 78
New Template Page 79
Addresses Popup 84
Edit Template Page 84
Template Groups Pages 84
Template Groups Page 84
New Template Group 85

GLOSSARY OF TERMS 86

INDEX 90

PREFACE

The Scan Operator's Guide explains how to use the scanning functions you can perform with the TOSHIBA e-STUDIO550-810 Electronic Document Processing System. It also provides instructions for retrieving scanned jobs, and for using the TopAccess web-based utility to set up and monitor scan jobs.

This *preface* introduces the scanning functions and defines the scope and audience of this guide.

INTRODUCTION

The TOSHIBA e-STUDIO550-810 Electronic Document Processing System is a state-of-the-art combination of network scanner, printer and digital copier with walk-up, email and iFax capability.

The network scan feature enables you to perform these functions:

- Scan a document from the copier
- Save the scanned image to a file on the GL-1020 controller or on a file server
- Send the scanned image to one or more Email recipient(s)
- Fax the scanned image to one or more recipients via Internet-Fax
- Save the scanned image in a TWAIN folder for use by TWAIN-compliant applications
- Send the scanned image to an FTP server
- Create scan templates to initiate scan jobs

INTENDED AUDIENCE

Who Should Read This Guide?

This Scan Operator's Guide is intended for people using the scan functions. It provides detailed instructions for end users on:

- using the digital copier's control panel to scan documents
- configuring and using the GL-TWAIN Driver software
- using TopAccess to set up and monitor scan jobs

For network administrator functions, refer to the Administrator's Guide.

This Scan Operator's Guide is not intended for digital copier service technicians or operators. For information on using and maintaining the TOSHIBA e-STUDIO550/650/810 digital copier, refer to the Toshiba Operator's Manual for Copying Functions or contact your Toshiba authorized dealer for support.

Scope

This guide assumes that you are familiar with the software applications you use to create and modify documents. Document setup or application-specific functions are not covered in this manual.

Styles and Conventions

This guide employes several typographic styles to visually convey information. The following table lists the styles and illustrates their use.

Styles and Conventions Used In This Guide

STYLE	USAGE DESCRIPTION	EXAMPLE
SANS SERIF FONT, ALL CAPS	All keys, fields, and function tabs on the copier's LCD touch screen.	Press ADMIN.
Bold, sans serif font, initial caps	Names of buttons, controls, tab, and menu options (items).	Double-click **Properties** and click **Services**. From the Start menu, choose **Programs** > TOSHIBA **GL-Client Software** > **GL-DocMon**.
`Courier`	Screen messages and text you type in a field or at the command line.	Type the following command: `setup.exe`
<Brackets enclosing variable text>	Variable text that is to be replaced with specific text applicable to your network.	Enter GL<device name>, where device name is the Microsoft Computer Name assigned to the GL-1020 controller.
Italic, blue, underlined	Cross-reference to additional information.	See, *Scanning* on page 25 for the steps required to scan images.
Light blue and underline	Indicates text that is linked on a web page. This text is not linked in the documentation.	Click the **Install Software** link at the bottom of the page.

How this Guide is Organized

Chapter 1, *Features and Functions* introduces the capability and components of the GL-Scan feature in the TOSHIBA e-STUDIO550-810 Electronic Document Processing System.

Chapter 2, *Scanning Overview* describes in outline how to set up and use the GL-Scan feature.

Chapter 3, *Setup* explains how to use TopAccess (End User Mode) to set up private scan templates, to organize them into groups, and to configure the scan transfer agents.

Chapter 4, *Scanning Documents* explains how to scan images using the copier's control panel.

Chapter 5, *Retrieving Documents* summarizes the procedures for retrieving scanned images

Chapter 6, *Monitoring Scan Jobs* summarizes how to use TopAccess to monitor your scan jobs.

Chapter 7, *Basic Troubleshooting* summarizes how to resolve issues you may be experiencing.

Chapter 8, *Scan Tab Reference* describes the fields and controls on each page of the Scan tab in TopAccess.

Terms and Concepts

The following table defines the key terms and concepts used in this guide. These terms may be used differently by other companies or in other product guides. In addition to the terminology defined here, refer to the Glossary at the end of this manual, which defines more acronyms and industry terminology.

Key Terms and Concepts Defined

TERM	DEFINITION
Electronic Document Processing System	This system consists of the TOSHIBA e-STUDIO550/650/810 digital copier connected to the GL-1020 controller. It provides the convenience of walk-up copying, network printing, and scanning using the same device.
GL-1020 controller	This component of the TOSHIBA e-STUDIO550-810 Electronic Document Processing System provides network connectivity between the client workstations and the digital copier connected to it. Also referred to as the "controller,", "printer" or "device."
Local operations	Those operations that affect the controller's or digital copier's functionality and are performed on the physical device, usually from the copier's LCD touch screen. An example of local operation is releasing a Private Print job by entering its document identification number at the copier's control panel.
Network printing	Printing from a Windows®, Macintosh, or Unix client workstation to the GL-1020 controller, with the output produced on the connected TOSHIBA e-STUDIO550/650/810 digital copier.
Printer driver	Software installed on a client workstation, enabling application programs to interact with the printer without having to concern themselves with specific printer requirements. The GL-1020 printer drivers provide extended document print, layout and assembly functions that few applications supply.
Remote operations	Those operations that affect the controller's or digital copier's functionality, but are performed from a client or administrator workstation across the network. An example of a remote operation is printing a document from your workstation that is output on the digital copier.
Walk-up functions	Those operations performed from the control panel of the digital copier. They include standard copying functions, monitoring network print jobs and management functions.

SUPPLEMENTAL REFERENCES

In addition to the information in this guide, the following reference materials are available to assist you in using and optimizing your GL-1020 controller:

TOSHIBA Operator's Manual for Copying Functions

This manual describes the digital copier functions: how to make copies, maintain the copier and troubleshoot mechanical and copying problems.

GL-1020 Quick Start Guide

The purpose of this guide is to introduce the GL-1020 controller, summarize installation and operational procedures, and describe system requirements and specifications. A printed copy of this manual ships with the GL-1020 controller.

GL-1020 Administrator's Guide

You can find the .pdf version of this guide on the e-STUDIO GL-1020 Admin's Client CD-ROM. It is intended for the network administrator and contains detailed information for installing, configuring, and troubleshooting your GL-1020.

GL-1020 Operator's Guide (Basic)

This guide provides detailed instructions for installing and using the GL-1020 printer drivers and the job monitoring utility, GL-DocMon, to print to TOSHIBA's e-STUDIO550-810 Electronic Document Processing System. It also describes how to use the web-based application TopAccess to monitor and manage print jobs. You can find the .pdf version of this guide on the e-STUDIO GL-1020 Client CD-ROM

GL-1020 TopAccessComposer Operator's Guide

You can find the .pdf version of this guide on the e-STUDIO GL-1020 Admin's Client CD-ROM and on the e-STUDIO GL-1020 Client CD-ROM. It contains information on storing, managing, editing and printing documents using the web-based tool, TopAccessComposer.

Application-SpecificOnline Help

All of the e-STUDIO550-810 Electronic Document Processing System software and drivers come with application-specific online help. Click **Help** or choose the **Contents and Index** options

from the *Help* menu. For web-based help in TopAccess, click the help link.

FEATURES AND FUNCTIONS

The TOSHIBA e-STUDIO550-810 Electronic Document Processing System provides network scanning capability with a wide range of options but requires a minimum of time spent setting up scan templates.

This chapter describes the functionality of the GL-Scan feature and its components.

FEATURES AND FUNCTIONS

The GL-Scan feature allows you to:

- Create scan templates for general purpose and specific use
- Store scanned image data on the controller, and retrieve it via the network using the GL-TWAIN Driver application
- Transfer scanned image data to a shared folder on the Windows® operating system file server on the same network as the controller
- Send scanned image data as a file attachment to one or more recipients using the Email function
- Send scanned image data to one or more recipients using the Internet-Fax function
- Send scanned image data to an FTP server
- Receive and print Internet-Fax jobs
- Setup and maintain Scan features using the TopAccess web-based utility
- Access the LDAP server when you initiate Send to Email or iFax jobs from the copier's control panel
- Access the LDAP server when you create a template for Send to Email or iFax jobs

Software Components

The GL-Scan feature uses several utilities that are supplied with the TOSHIBA e-STUDIO550-810 Electronic Document Processing System. This system consists of the copier and the controller, a computer located inside the copier.

Printer Drivers

Printer drivers enable devices, such as the GL-1020 to receive information for printing from an application program. The GL-1020 comes with two printer drivers, GL-PCL6 and GL-PSL3. Each provides document print, layout and assembly functions that are not available in many applications.

GL-TWAIN Driver

This software component enables you to import scanned images into TWAIN-compliant applications.

GL-DocMon

GL-DocMon allows you to monitor all jobs and control your own current jobs. With the Notification feature enabled, GL-DocMon saves your time by notifying you of printing events, such as paper cassette open, before you walk over to the copier and find that your job did not print. For more information, refer to the *Operator's Guide (Basic)* on the Client CD-ROM.

TopAccess

TopAccess, an embedded web-based device-management tool, allows you to monitor and manage your print jobs over the Internet using Netscape Navigator or Internet Explorer.

TopAccess includes TopAccessComposer, which is a web-based document editor/organizer for the system. It enables you to view, edit, merge, and store post printed and scanned documents on the controller. TopAccessComposer provides two predefined system folders called Department and Public, and creates a private folder for each user account. For further details, refer to the *TopAccessComposer Operator's Guide* or online Help.

For full details on using TopAccess, refer to the *Operator's Guide (Basic)* on the Client CD-ROM or the Administrator's Guide on the Admin's Client CD-ROM.

SYSTEM COMPONENTS

You can use the network scanner functions within the Windows® operating system network environment.

For scanning images to the network, the copier offers a choice of scanning modes and scan destinations.

> Caution: There are limitations on the number of pages, file size and resolution imposed by the maximum memory capacity of your computer. Please refer to the machine's hardware manual to confirm these limitations.

Scanning Modes

There are two modes available for scanning documents:

Public Scan

In this mode, you use scan templates from the public template group. The administrator sets up and maintains the public templates. Besides general purpose templates which are available to all users connected to the GL-1020 controller, the public group may include password-protected templates for specific purposes.

Private Scan

In this mode, you use scan templates that are specific to a department (Accounting, Human Resources, Research and Development, etc.) or to a project. You maintain these templates in private template groups. You can assign a password to the template group. You can also assign passwords to individual templates.

Scan Destinations

There are six transfer options:

- Send to TWAIN saves scanned data as a TWAIN-compliant image on the GL-1020 controller.
- Send to File offers two destinations: you can save to the controller or to a file server.
- Send to Email automatically sends scanned image data to a list of designated email addresses.
- Send to iFax automatically faxes scanned image data to a list of recipients.
- Send to TopAccessComposer saves scanned image data in folders in the TopAccessComposer storage area.
- Send to FTP sends scanned image data to an FTP server.

SYSTEM REQUIREMENTS

Caution: The network scanner function requires the TCP/IP protocol to be installed and configured on the network. For further information, refer to the Administrator's Guide.

You can use the TopAccess web-based utility from a Windows®, Macintosh or Unix operating system environment. The following browsers are supported:

- Internet Explorer 5.0 or higher for Windows® operating systems, Unix or Macintosh operating systems
- Netscape Navigator 4.75 or higher for Windows® operating systems
- Netscape Navigator 4.78 or higher for Macintosh operating systems
- Netscape Navigator 4.76 or higher for Unix operating systems

SCANNING OVERVIEW

The GL-Scan feature of the TOSHIBA e-STUDIO550-810 Electronic Document Processing System enables you to scan documents and transfer the image file to various destinations. It also enables you to send Internet faxes (iFax).

This chapter describes in outline how to set up and use the GL-Scan feature. Subsequent chapters provide detailed instructions for each task.

ABOUT SCAN TEMPLATES

Before it can scan a document, the Electronic Document Processing System needs information about:

- The original document—Are the pages assorted sizes? Does it contain text or photos or both?
- The scanning process—Do you want single or double-sided scan? High or low resolution? Do you need to have the image rotated?
- The image file—What format do you need (for example, TIFF or PDF)? Where do you want to send the file?

To save entering all this information every time you use the scan function, you use a predefined scan template.

The administrator creates and maintains a number of scan templates on behalf of other users. This set of templates is called the public template group, because it is accessible to all users who are connected to the GL-1020 controller. Its default name is Public Scan.

> Note: Some of the templates in the public group may have passwords assigned to them.

In addition, you can define your own scan templates. Like public templates, these private templates are organized in groups. You can set a password for the template, for the private template group, or for both. If you don't set a password anyone who uses the system will be able to access your scan template.

Scan Transfer Agents

Each template uses a scan transfer agent to send the scanned image file to its destination. There are six scan transfer agents:

- Send to TWAIN—Stores the image in a TWAIN folder on the controller.
- Send to File—Stores the scanned file in a folder on the controller or a network file server
- Send to Email—Sends the scanned file as an email attachment to the specified list of recipients
- Send to iFax—Sends the scanned file as an Internet fax (iFax) to the specified list of recipients
- Send to TopAccessComposer—Stores the scanned file in a TopAccessComposer folder.

- Send to FTP Server—Sends the scanned file to a remote computer (FTP server)

SETTING UP

Before you scan or fax a document, you may need to create a private template or to install software.

Creating a template

First, check whether a suitable template for your scan job already exists. You can do this from your workstation using TopAccess, or at the copier's control panel.

For the Send to TWAIN and Send to File options, you will almost certainly find a suitable template in the public group.

For Send to TopAccessComposer and Send to FTP, you may find a template that is very similar to what you need either in the public group or in a private group to which you have access. You can modify the settings at the copier's control panel when you scan the document.

Although it's quicker to make minor changes at the control panel than to create a new template, such changes are temporary—you must make them each time you use the template. If you need to use the same settings periodically, creating a private template will save time in the long run.

For Send to Email and Send to iFax, you will need to create private templates because they must include your name and return email address.

To create private templates and private template groups, use TopAccess as described in the Setup chapter of this guide.

SCANNING A DOCUMENT

In outline, the procedure for scanning a document is:

1. Decide where you want to send the image file, since this governs your choice of scan template.
2. Place the document in the copier's Automatic Document Feeder (ADF) or place the first page on the glass.
3. Press **PRINTER/NETWORK** on the control panel.
4. Press **SCAN** on the LCD touch screen and choose the type of scan job.
5. For a public scan job, select the template. For a private scan job, select the private template group and then the template.
6. View the scan settings and make any changes.
7. Press **START** on the control panel or SCAN! to begin scanning your document.

For more detail, see the Scanning Documents chapter.

Once you have scanned a document, it joins the queue of current scan jobs waiting to be sent to their specified destinations.

Cancelling a Scan Job

Suppose you return to your desk to find an updated version of the document you just scanned. If the scanned image is still in the current jobs queue, you can delete it using TopAccess.

1. In TopAccess, select the **Scan** tab to open the Current Jobs page.
2. Scroll down the list to find your job.
3. Select the job and click **Delete**.

For more detail, see the chapter on Managing Scan Jobs.

SENDING A FAX

You can use the GL-Scan feature to send an iFax. The first time you do this, you need to create a template that contains your name and return email address.

If you regularly send faxes to one or more groups of people, you can create a template for each set of recipients. You can add the subject and covering message for the fax at the control panel.

If you periodically fax a particular document, such as a progress report, to the same set of recipients you can create a template for that document. In this case, you can include the subject and covering message in the template.

1. Place the document you want to fax in the ADF or on the glass.
2. At the control panel, press **PRINTER/NETWORK**, then **SCAN** and choose PRIVATE SCAN JOBS.
3. Select the appropriate Send to iFax template.
4. Check the list of recipients and make any changes.
5. Enter or modify the subject line and covering message if necessary.
6. Press **START** or SCAN! to send the fax.

SETUP

This chapter guides you through setting up the scan functions.

You can use the TopAccess utility to create scan templates that contain all required scan and distribution information. When these templates are downloaded to the copier, they facilitate “one-touch scan and send tasks” from the copier’s control panel.

Scan templates contain the attributes for scan jobs such as resolution and paper size. They also specify the scan transfer agent, which enables you to send scanned documents to the appropriate destination.

Scan templates are stored in groups. There are up to 200 private groups and one public group. Each group can contain up to 60 templates.

Templates in the public group are created and maintained by the administrator. The public group can be accessed by all users, but some of the templates may be designed for specific purposes and have passwords assigned to them.

Templates in private groups are based on particular group profiles. Private groups can be assigned passwords. You can also assign passwords to individual templates. If it has no password assigned at either the template or group level, a “private” template is accessible to all users.

Both end users and administrators can create and edit private groups and private templates. Only the administrator can delete password-protected groups.

In practice, you may not need to create templates or groups yourself. The administrator and other users may have set up all the templates you need for your work. Before creating any templates, look on your system to see what templates are available.

Using Scan Transfer Agents

Scan transfer agents (or scan agents for short) contain the properties for sending scan jobs to a particular destination. You use scan transfer agents to:

- Save a scanned image in a folder on the controller or a network file server.
- Save a scan as a TWAIN-compliant image.
- Send a scanned image as an email attachment.
- Send a scanned image as an Internet fax.
- Save a scanned image to a TopAccessComposer folder.
- Send a scanned image to an FTP server.

Once the administrator has configured the scan agent properties, end users can set up the specific details for scan agents when they create scan templates.

The administrator sets up scan transfer agent properties in TopAccess under the Administration tab, Scan Agents pages. For more information, refer to the Administrator's Guide or online help.

Setting up Templates

You use TopAccess to set up templates and groups.

If you log on to TopAccess as an administrator, you can create and manage public templates. Refer to the Administrator's Guide for details. You can also create private templates for particular end users or groups.

If you log on to TopAccess as an end user, you can create and manage private groups and templates and view basic public template information.

USING PUBLIC TEMPLATES

The administrator can create public templates configured for specific uses. The public group can contain up to 60 public templates. End users can view and use public templates, but cannot change them.

Viewing Public Templates

1 In TopAccess, click the **Scan** tab.

2 Click the Templates submenu.

By default, the *Templates* page opens and displays the list of templates for the public group.

PRIVATE GROUPS AND TEMPLATES

Both administrators and end users can create and maintain private templates and private template groups.

Creating Private Groups

In TopAccess, you can create a private group in two ways:

- from the Template Groups page
- from the New Template page

The first method accesses the New Template Group page, the second accesses the New Template Group popup. Both screens contain the same fields.

You must enter a group name in order to define a group. The other fields are optional.

Using the Template Groups page

This is the method you use to create a number of private groups.

1 On the **Scan** tab, click the Templates submenu.

2 Click the **Template Groups** link.

The Template Groups page opens, listing all currently defined groups.

3 Click **New**.

The New Template Group page opens.

4 Enter the information for the new group. See *"New Template Group"* on page 85 or the TopAccess online help for details.

5 Click **OK**.

You return to the Template Groups page and details of the new group appear in the list of defined groups.

6 Repeat this process to create more groups.

Using the New Template Page

This method allows you to create an ad hoc group while creating a new template.

1 On the **Scan** tab, click the Templates submenu.

2 Click the **Templates** link, if necessary.

The Templates page opens, listing all currently defined templates for the selected group. By default this is the public group.

3 If necessary, open the Group listbox and select a private group to enable the **New** button.

4 Click **New**.

The New Scan Template page opens.

5 Click **New Group**.

6 Enter the information for the new group. See *"New Template Group"* on page 85 or the TopAccess online help for details.

7 Click **OK**.

You return to the New Scan Template page and the new group is added to the drop-down Group list.

Editing Private Group Information

You can change the order in which the information on the Template Groups page is displayed, and you can change the details for a group.

To open the Template Groups page:

1 On the **Scan** tab, click the Templates submenu.

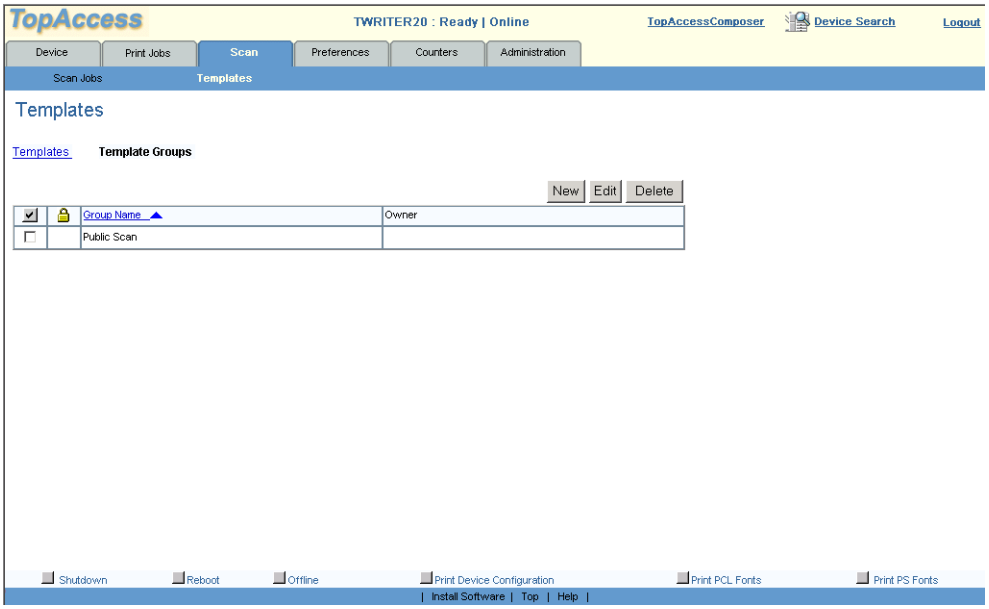
2 Click the **Template Groups** link.

Changing the Sort Order

By default, the group list is sorted by Group Name in ascending order (indicated by an up arrow in the column heading). To sort the list by Owner, click the column heading.

Changing Group Details

The Edit button on the Template Groups page is grayed out until you select a group.



Sample Template Groups page

1 Select the group you want to modify and click **Edit**.

2 If the group is password-protected, the Group Password popup appears. Enter the five-digit password and click **OK**.

3 Change the Group Name, Owner, Email Address or Password as desired.

4 Click **OK** to apply your changes.

Setting or Changing Passwords for Private Groups

You can apply password protection to your private group, or to individual templates within the group.

You set the group password when you create the group. See *"Creating Private Groups"* on page 25 for details.

To change the group password, use the Edit procedure. See *"Editing Private Group Information"* on page 26 for details.

For template passwords, refer to *"Setting or Changing Passwords for Private Templates"* on page 30.

Deleting Private Groups

You can delete multiple groups in one operation provided they aren't password protected (don't have a padlock icon). The Delete button on the Template Groups page is grayed out until you select at least one group.

Only the administrator can delete password-protected groups.

1 On the **Scan** tab, click the Templates submenu, then click the Template Groups link.

2 On the Template Groups page, select the groups you want to delete and click **Delete**.

3 If the Group Password popup appears, enter the five-digit password and click **OK**.

A confirm deletion popup appears.

4 Click **OK** to delete the groups, or **Cancel** to leave the groups unchanged.

Creating Private Templates

The Templates page enables you to create, edit and delete scan templates.

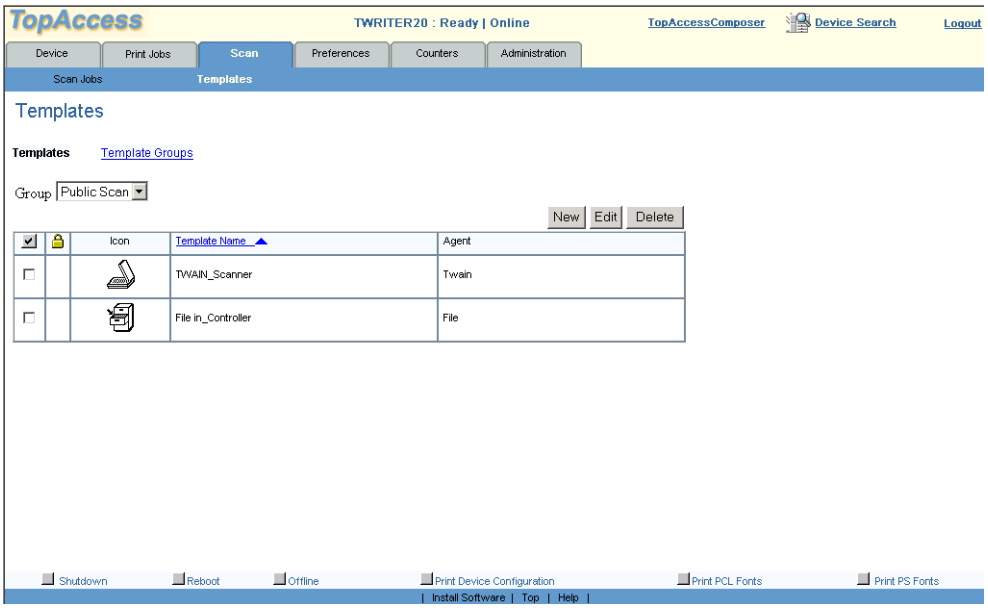
You can add a new template to an existing group, or you can create a new group for your template by clicking **New Group** on the New Template page.

For more detail on the individual fields and options, see *"New Template Page"* on page 79.

1 On the **Scan** tab, click the Templates submenu.

The Templates page opens, listing all the templates defined for a selected group. By default, this is the public group. The **New** button is disabled until you select a private group (unless you are logged in as an administrator).

2 Click the arrow to open the **Group** listbox, and select a private group for your new template.



Sample Templates page

3 If the Group Password popup appears, enter the group's five-digit password and click **OK**.

4 Click **New**.

The New Template page opens.

5 Enter identification information for the template. See *"Template Identification"* on page 79 for details.

6 Select the scan settings such as resolution and page size. See *"Scan Settings"* on page 80 for details.

7 Click the **Send To** drop-down arrow, and select a scan transfer agent.

8 View and modify the settings for the scan transfer agent. See *"Agent Settings"* on page 81 for details.

9 Click **OK**.

Editing Private Templates

By default, the Templates page lists the templates in the public template group. The **Edit** button is disabled until you select a private template group.

1 On the **Templates page,** select the group containing the template you need to edit.

2 If the Group Password popup appears, enter the group's five-digit password and click **OK**.

3 Select the template you want to modify and click **Edit**.

4 If the Password popup appears, enter the template's five-digit password and click **OK**.

The Edit Template page opens displaying the template's current settings. For detailed information on the settings, see *"New Template Page"* on page 79.

5 Change the settings as required, then click **OK**.

Setting or Changing Passwords for Private Templates

You can assign a password to protect your private template. This is recommended if the group has no password. A private template that has neither a group nor a template password is accessible to all users.

You set the template password when you create the template. See *"Template Identification"* on page 79 or TopAccess online help for details.

To change the template password, use the Edit procedure. See *"Editing Private Templates"* on page 29 for details.

For group passwords, refer to *"Setting or Changing Passwords for Private Groups"* on page 27.

Deleting Private Templates

You can delete multiple templates in one operation provided they aren't password protected (don't have a padlock icon). The **Delete** button on the Templates page is grayed out until you select at least one private template.

You must delete password-protected templates one at a time.

1 On the Templates page, open the Group listbox and select the appropriate group.

2 If the Group Password popup appears, enter the group's five-digit password and click **OK**.

3 Select the templates you want to delete.

4 Click **Delete**.

5 If the Password popup appears, enter the template's five-digit password and click **OK**.

A confirmation popup appears.

6 Click **OK** to delete the templates or **Cancel** to leave them unchanged.

CONFIGURING AGENT SETTINGS

The GL-1020 uses various utilities, known as transfer agents, to send scanned files to different output destinations. The administrator sets up these agents initially but, in most cases, you supply additional information when you send a file.

Configuring the Send to File Agent

This agent stores the scanned file on the controller or a file server. You specify the format and destination folder for the file.

1 Select the file format from Single Page TIFF (G4), MultiPage TIFF (G4) or PDF.

2 Depending on how the administrator has configured the destination, either enter the name of the network folder or choose from a predetermined folder on the network or the folder in the controller.

Configuring the Send to Email Agent

This agent sends the scanned file as an email attachment to one or more recipients. You list the recipient addresses, supply the information to go in the email message and select the file format.

1 Enter your name in the FROM field.

2 Enter your email address in the RETURN EMAIL ADDRESS field.

3 Click the **To** link, to list the addresses of the recipients.

4 Enter the Subject of the message.

5 In the BODY TEXT field, enter the message you wish to send.

6 Select the Attachment File Format, either MultiPage TIFF (G4) or PDF.

Note: Maximum Message Size is preconfigured by the administrator and cannot be modified.

7 Select the message fragmentation.

Configuring the Send to iFax Agent

This agent sends the scanned file as an internet fax. You need to list the recipient addresses and supply the covering message.

1 Enter your name in the FROM field.

2 Enter your email address in the RETURN EMAIL ADDRESS field.

3 Click the To link, to list the addresses of the recipients.

4 Enter the Subject of the message.

5 In the BODY TEXT field, enter the message you wish to send.

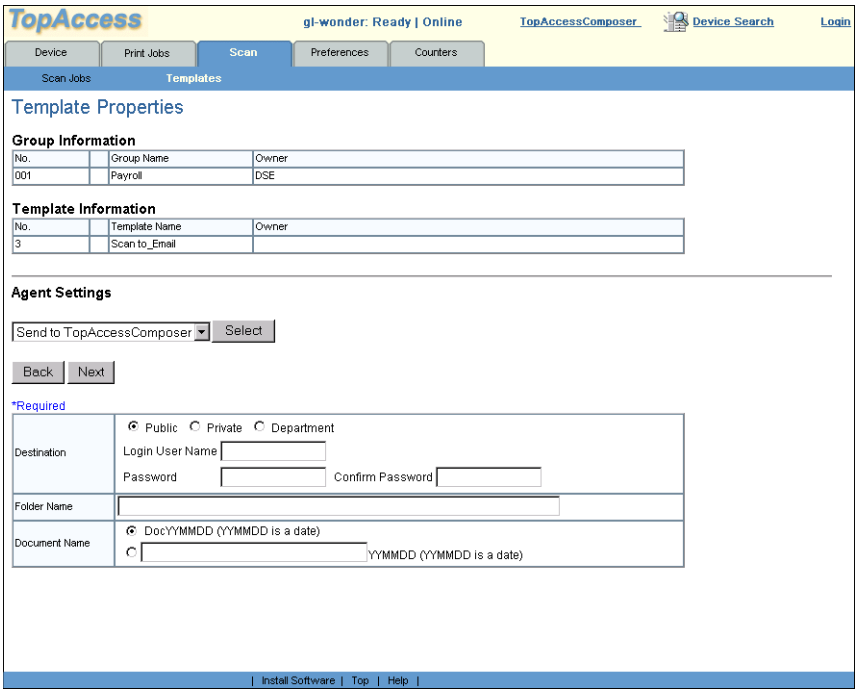
6 Accept the File Format, which is TIFF MH.

Note: Maximum Message Size is preconfigured by the administrator and cannot be modified.

7 Select the message fragmentation.

Configuring the Send to TopAccessComposer Agent

This agent stores the scanned file in a TopAccessComposer folder. You specify the name and type of folder. For a Private folder you need to supply your username and password.



Sample Template Properties page showing the Destination field

1 Enter the name of the destination folder in TopAccessComposer.

Folder names consist of any ASCII characters except for: / \ : * ? " <> | & = # ' % ; . [ ] { } and space. The maximum size of a folder name is 64 characters. The exact folder path will be displayed below. If the folder is a Private folder and the folder name is the same as a user home Private folder, a new folder with the same name will be created under the user's home folder. For example, Private\Toshibauser \Toshibauser. If the folder name is left blank, no folder will be created and the scanned files will be stored in the user's home folder. For example, Private\Toshibauser.

2 Select the Folder Type —Public, Private or Department.

3 Enter a Login User Name and password if required depending on the folder type you chose. Confirm the password.

4 Enter the name of the scanned document.

Configuring the FTP Agent

This agent uploads the scanned file to an FTP server. You supply the details for the FTP transfer.

1 Enter the name or IP address of the FTP server.

2 Enter the port number for the FTP transfer.

3 Optionally, enter the user name and password of the FTP account on the server.

If you leave these fields blank, an anonymous login is assumed.

4 If you check the option **Retry when FTP transfer fails**, select the number of retries and the time interval between them.

5 If necessary, change the File Path and File Name for storing the scanned file.

6 Select the File Format.

SCANNING DOCUMENTS

The scan function of the TOSHIBA e-STUDIO550-810 Electronic Document Processing System enables you to scan image data and send it to a variety of destinations.

This chapter tells you how to use the copier's control panel for scanning documents and for changing scan settings.

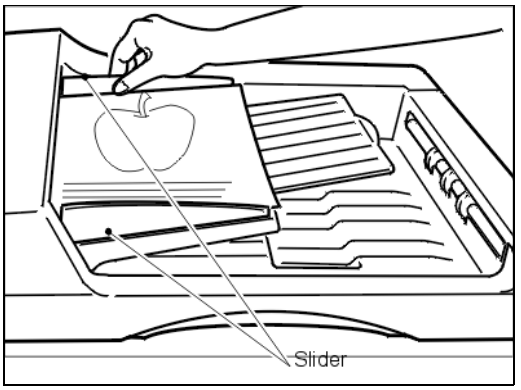
INTRODUCTION

To scan a document, you must place the originals either in the Automatic Document Feeder (ADF) or on the glass. Then use either the Public Scan feature or the Private Scan feature as appropriate.

PLACING THE ORIGINALS

This section outlines how to place documents for scanning.

Using the Automatic Document Feeder



Using the Automatic Document Feeder

Note: Remove any paper clips or staples from the originals before placing them on the feed tray.

1 Align the edges of the originals. Set the originals face up on the feed tray, then align the sliders to the edges of the originals.

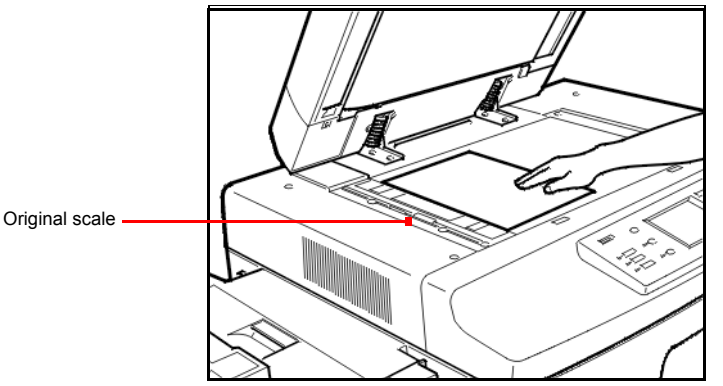
The maximum size of a scan job is 1 GB, but may be less depending on the available memory in the controller and the available free space on its hard disk.

The maximum number of originals you can scan at one time is 100 sheets (200 images if you are using duplex mode).

Placing the Originals on the Glass

1 Lift the Automatic Document Feeder.

2 Place an original on the glass face down with the bottom toward you and the left side centered against the original scale.



Printer with Automatic Document Feeder lifted

- Up to 200 sheets (200 images) can be scanned.

SCANNING PROCEDURES

Two types of scanning are available: public and private scanning.

All users connected to the controller can scan using the Public Scan feature.

> Note: The network administrator maintains the public templates by using the TopAccess web-based utility. See the Administrator's Guide for further information on public templates.

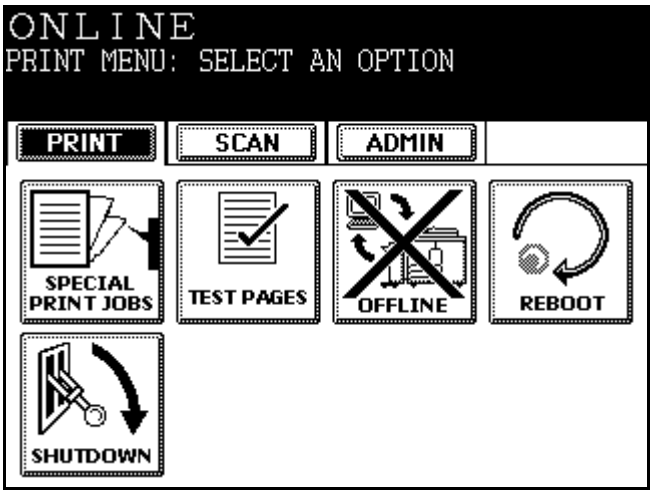
The Private Scan feature allows you to use private groups and templates with specific parameters and attributes. Private groups and templates may require a password before you can access them. If the templates are not password protected, they are available to all users connected to the controller.

Scanning the Originals

With the originals on the glass or in the Automatic Document Feeder:

1 Press **PRINTER/NETWORK** on the control panel.

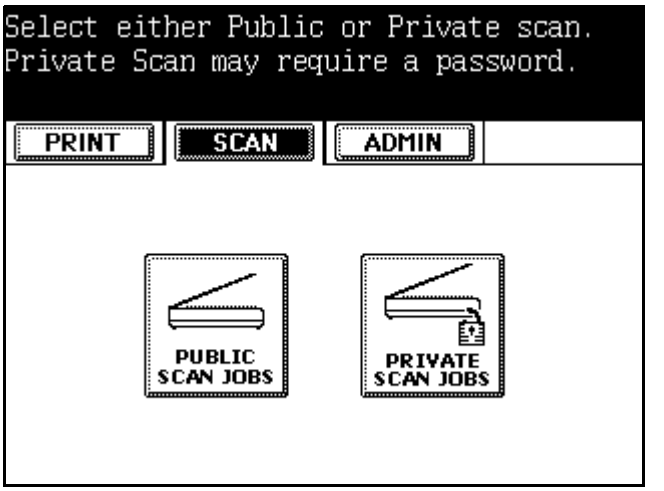
The Print Main Menu screen appears.



Print Main Menu

2 Press **SCAN**.

The Scan Main Menu screen appears.



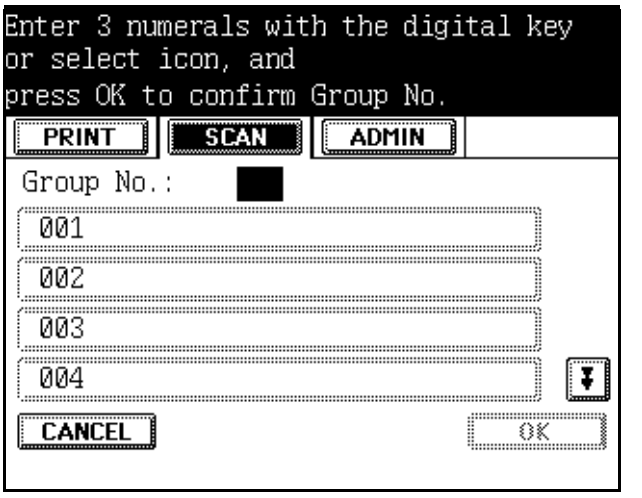
Scan Main Menu

3 Press **PUBLIC SCAN JOBS** or **PRIVATE SCAN JOBS.**

For public scanning continue with *"Selecting a Template"* on page 41.

Selecting a Group for Private Scanning

When you select private scanning, the Group Number Input screen appears.



Sample Group Number Input screen

1 Either use the numeric keys to enter the 3-digit number in the GROUP NO. field, or press the arrow key to scroll through the list and select the group number.

To return to the Scan Main Menu screen, press CANCEL.

2 Press OK.

When you select a group number that has a password assigned to it, the Group Password Input screen appears.

If the Group Password Input screen doesn't appear, the group number is not password protected.

3 If required to do so, enter the 5-digit password using the numeric keys.

The copier displays the numbers as asterisks.

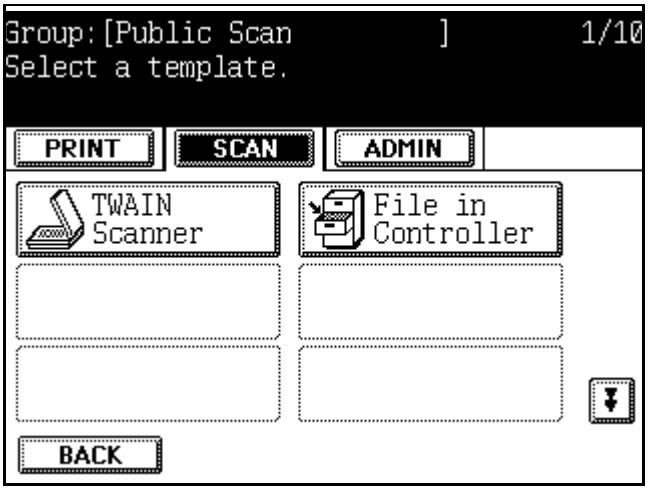
To clear or reenter the password, press **CLEAR/STOP**.

To return to the Scan Main Menu screen, press CANCEL.

4 Press OK to display to the Template Selection list.

Selecting a Template

The Template Selection list shows your template options.



Sample Template Selection list

1 Press a template icon.

The copier highlights the selected icon.

Press the up arrow or the down arrow to move to the previous or next page.

Press BACK to return to the Group Number Input screen or **FC** to return to the Scan Main Menu screen.

If you select a template that has a password assigned to it, the Template Password Input screen appears.

If the Template Password Input screen does not appear, the template is not password protected.

2 Enter the 5-digit password using the numeric keys.

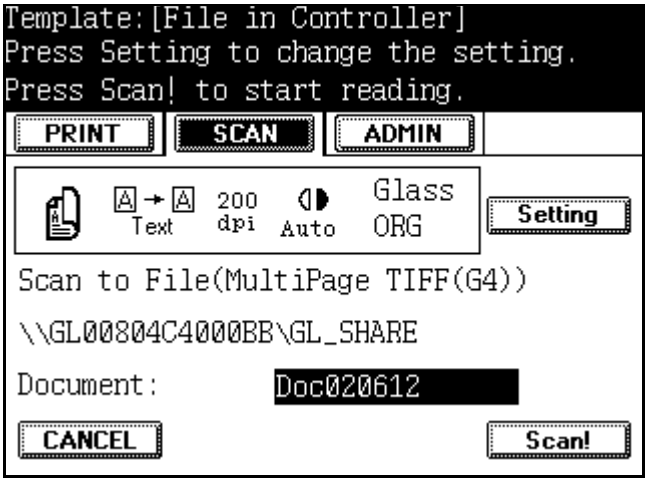
The copier displays the numbers as asterisks.

To clear or reenter the password, press **CLEAR/STOP**.

To return to the Template Icon Selection List, press CANCEL.

3 Press OK.

The Scan Settings and Agent Settings Summary screen appears.



Sample Scan Settings and Agent Settings Summary screen

The scan parameters were set when the template was created. To change the settings, see *"Scan Parameter Settings"* on page 45.

4 Press **START** on the control panel or SCAN! to begin scanning your document.

5 Continue with *"ADF Scanning"* on page 43 if you are using the Automatic Document Feeder.

Continue with *"Scanning from the Glass"* on page 43, if you placed the originals on the glass.

Note: If you are using the Automatic Document Feeder, the Scan Settings Summary screen displays “ADF” in the scan settings summary area.

If you are placing the originals on the glass, the Scan Settings Summary screen displays “Glass” and the auto detected original size in the scan settings summary area.

Scanning from the Glass

While scanning is in progress, the Glass Scanning Status screen is displayed.

After the last page is scanned, the Waiting for Next Page screen appears.

1 Do one of the following:

- To scan another job, press SCAN! or **START** again after placing another original on the glass.
- To cancel the job, press CANCEL JOB or **FC**. The Cancel Confirm screen appears. Press YES to cancel the Job. To prevent cancellation, press NO.
- To change the scan settings in the Scan Parameter Setting screen, press SETTING. For further information, refer to *“Scan Parameter Settings”* on page 45.

2 Press FINISH to end this scanning session.

When scanning is complete, the Template Selection List screen appears. Scanned image data is saved on the controller’s hard disk.

ADF Scanning

Follow the steps in this section to use the Automatic Document Feeder in continuous scan mode.

While scanning is in progress, the ADF Scanning Status screen is displayed.

1 To scan more originals after the current job ends, press CONTINUE. You can only press this key once. It will not reappear after the first use. Proceed with the next step.

If you don’t press CONTINUE, scanned image data is saved on the controller’s hard disk automatically, and you return to the Template Selection List screen.

The Waiting for Continuous Scan screen appears after the last page is scanned.

2 To scan another job, place the originals on the ADF and press SCAN! or **START**.

- To stop the ADF scan during continuous mode, press **CLEAR/STOP**.
- To cancel the job, press CANCEL JOB or **FC**. The Cancel Confirm screen appears.
- Press YES to cancel the Job. To prevent cancellation, press NO.
- To change the scan settings, press SETTING in the Scanning Parameter Setting screen. For further information, refer to *"Scan Parameter Settings"* on page 45.

3 To finish scanning, press FINISH.

When scanning is complete, the Template Selection List screen appears. The scanned image data is saved on the controller's hard disk.

HANDLING PAPER JAMS

In the event of a paper jam, the copier displays procedures on the control panel to assist you with resolving the problem. When the jam is cleared, the message `Jam Recovery` appears on the screen.

Continuing after Clearing a Jam

Press **START** or SCAN! to continue the ADF scan.

Cancelling a Job after Clearing a Jam

1 Press CANCEL JOB or **FC** to cancel a job.

The Cancel Confirm screen appears.

2 Press YES to cancel the Job. To prevent cancellation, press NO.

Error Handling

When you are using the ADF, if the job stops due to an error, such as Job Overflow, during the continuous scanning of multiple originals, data being read at the time of the error is canceled.

Data that was read before the error occurred is stored.

Note: Template settings can be edited with the TopAccess (End User Mode) web site.

SCAN PARAMETER SETTINGS

A template icon represents each template that was set up using the TopAccess web utility. Scan parameters, such as resolution, rotation, and exposure were defined when the templates were created.

The Scan Settings and Agent Settings Summary screen displays the settings for the template you selected.

To change these scan parameter settings:

1 Press SETTING to open the Scan Parameter Setting screens (three screens in total).

2 Select the required single/double-sided scan option:

- Single
- Book
- Tablet

The Book and Tablet double-sided modes are grayed out for glass scanning.

3 Select the desired rotation.

- No rotation
- Rotate through 90 degrees
- Rotate through 180 degrees
- Rotate through 270 degrees

4 Press NEXT to move to the next page.

5 Select the document type.

- Text
- Text/Photo
- Photo

6 Select the resolution (dpi).

- 600
- 400
- 300
- 200

- 150

7 Press AUTO to automatically set the exposure. Or press the right or left arrows to manually lighten or darken the exposure.

8 Press NEXT to move to the next page.

9 Set the original paper size. Select:

- AUTO detects the size of the first page of the original only
- MIXED ORIGINAL SIZES detects the size of every page of the original. The combinations of mixed original sizes are limited and depend on your region.

  Region = UC : LD and LT, LG and LT-R
  Region = EUR : A3 and A4
- A3, A4, LD, LT, A4-R, A5-R, LT-R, LG, B4, B5, ST-R, COMP, B5-R, FOLIO, 13"LG, 8.5"SQ
  These values specify the page size.

10 Press OK to save your new settings and return to the Scan Settings & Agent Settings Summary screen, or press CANCEL to leave the settings unchanged.

SCAN AGENT SETTINGS IN THE CONTROL PANEL

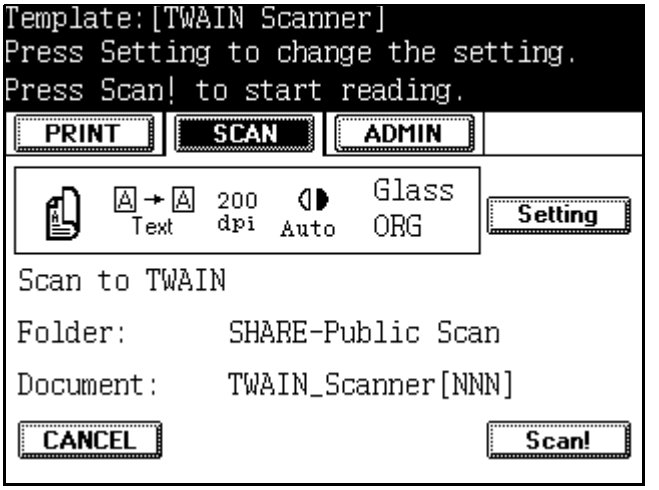
Each template that has been set up using the TopAccess web utility has a scan agent assigned to it. The scan agent transfers the image file to its destination. There are six scan agents: Send to TWAIN, Send to File, Send to Email, Send to iFax, Send to TopAccessComposer, and Send to FTP. The administrator defines the scan agents. You select the scan agent when you create a template.

Scan and Agent Settings Summary Screens

The scan settings area of each screen displays icons of the currently selected options for scan type, rotation, document type, resolution, exposure, ADF or glass, and paper size.

To change any of these settings, press SETTING to go to the Scan Parameter Setting screens. For details, see *"Scan Parameter Settings"* on page 45.

Scan Settings and TWAIN Agent Settings Summary

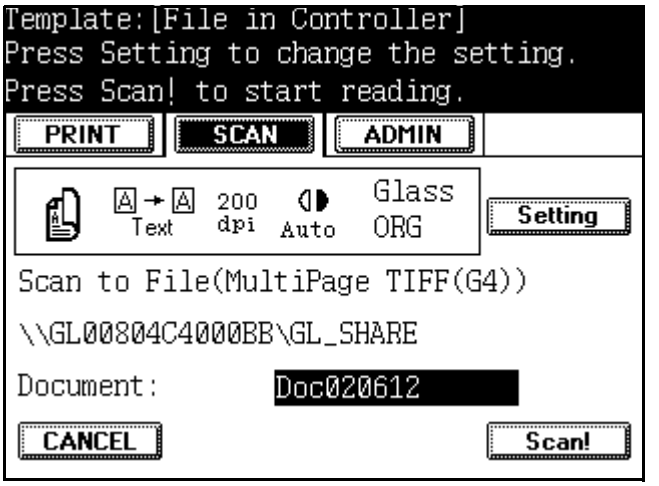


Sample TWAIN Agent Settings Summary screen

This screen displays settings for the Scan to TWAIN Agent. You cannot change them.

- Scan agent name—scan to TWAIN
- Folder—the name of the TWAIN data directory folder
- Document—the name of the scanned document

Scan Settings and FileShare Agent Settings Summary



Sample FileShare Agent Settings Summary screen

This screen displays settings for the Scan to File agent.

- Scan agent name and file format

- Machine name and path to the destination folder for the saved file
- Document—the name of the saved file

1 To change the filename, press the DOCUMENT field.

2 Use the alphanumeric screen to enter the new filename of up to 64 characters.

3 Press SET to save the changes.

Scan Settings and TopAccessComposer Agent Settings Summary

This screen displays the settings for the Scan to TopAccessComposer agent.

- Scan agent name and TopAccessComposer user ID
- Folder—the name of the TopAccessComposer folder where the document will be saved
- Document—the filename of the document

1 To change the folder, press the FOLDER field and use the alphanumeric screen to enter the new folder name of up to 64 characters.

2 To change the filename, press the DOCUMENT field and use the alphanumeric screen to enter the new filename of up to 64 characters.

3 Press SET to save the changes.

Scan Settings and Email Agent Settings Summary

This screen displays the settings for the Scan to Email agent.

- Email to—displays the list of recipients for the Email.
- Subject—displays the Email subject.
- Add Message—displays any message added to the Email body.

1 To modify the recipient list, press the ellipsis [...] button adjacent to the list.

The Address Edit screen opens. For information on using this screen refer to *"Editing the List of Recipients"* on page 51.

2 To change the subject line, press the SUBJECT field and use the alphanumeric screen to enter the Email subject of up to 256 characters. Press SET to save the changes.

3 To add or change a message, press the ADD MESSAGE field and use the alphanumeric screen to enter the new message of up to 256 characters. Press SET to save the changes.

Scan Settings and iFax Agent Settings Summary

This screen displays the settings for the Scan to iFax agent.

- iFax to—displays the list of recipients for the fax.
- Subject—displays the fax subject.
- Add Message—displays any message added to the fax body.

1 To modify the recipient list, press the ellipsis [...] button adjacent to the list.

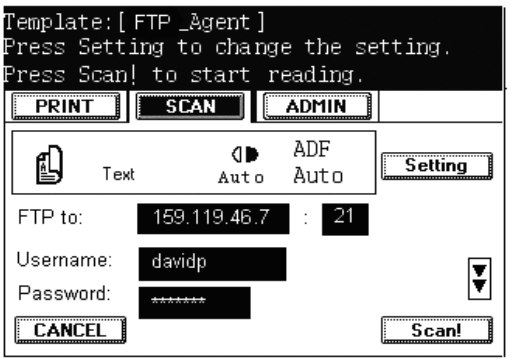
The Address Edit screen opens. For information on using this screen refer to *"Editing the List of Recipients"* on page 51.

2 To change the subject line, press the SUBJECT field and use the alphanumeric screen to enter the fax subject of up to 256 characters. Press SET to save the changes.

3 To add or change a message, press the ADD MESSAGE field and use the alphanumeric screen to enter the message of up to 256 characters. Press SET to save the changes.

Scan Settings and FTP Agent Settings Summary

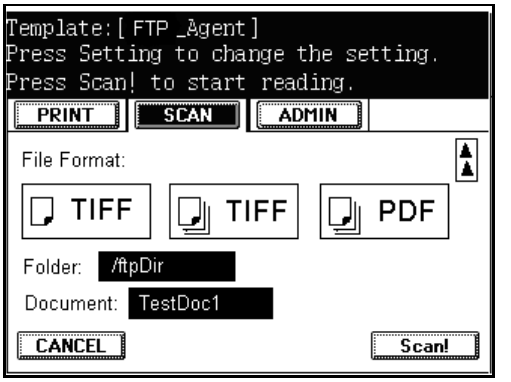
There are two screens for the Scan to FTP agent.



Scan to FTP Settings Summary screen 1

The first screen displays:

- FTP to—the IP address and port number, or the name, of the server to which the files will be transferred
- Username—the user ID of the FTP account on the server. If both this field and the Password field are blank, an anonymous login is assumed
- Password—the password of the FTP account on the server, shown as a row of asterisks



Scan to FTP Settings Summary screen 2

The second screen displays:

- File Format—the format in which the file should be created (Single-page TIFF, Multi-page TIFF, or Multi-page PDF)
- Folder—the file path to the location on the remote machine where the file will be stored. If left blank, the file is stored in the working folder.
- Document—the name of the scanned image file.

1 To change any of the FTP server details, press the appropriate field, then enter the new value on the alphanumeric screen and press SET.

2 Press the double-headed arrow key to move to the next screen.

3 Select the file format by pressing its soft key.

4 To change the file path, press the FOLDER key, enter the new value and press SET.

5 To change the filename, press the DOCUMENT key, enter the new value and press SET.

WORKING WITH THE ADDRESS BOOK

You can alter the list of recipients defined in a template, update Email addresses, display address book groups, and search for entries in the address book.

Editing the List of Recipients

The Address Edit screen displays the total number of recipients defined in the template and the list of Email addresses. Use the arrow keys to scroll up and down the list, and the double arrow keys to move from page to page. The maximum number of recipients per template is 400.

This screen appears when you press the ellipsis [...] button on the Scan Settings and Email Agent Settings Summary screen or the Scan Settings and iFax Agent Settings Summary screen

- To add a recipient to the list, press NEW and use the alphanumeric screen to enter the new recipient's Email address of up to 256 characters. Press SET to save the changes.
- To update an Email address, scroll or search for the recipient then press EDIT and use the alphanumeric screen to change the Email address of up to 256 characters. Press SET to save the changes.
- To delete a recipient from the list, scroll or search for the recipient then press the DELETE button twice.
- To display Address Book groups, press the GROUPS button.

  The Group Select screen opens.
- To search for specific recipients in the Address Book, press the SEARCH button.

  The User Search screen opens.

When finished press OK to return to the Scan Settings and Email/ iFax Agent Settings Summary screen.

Displaying Address Book Groups

The Group Select screen opens when you press SEARCH on the Address Edit screen.

The Group Select screen displays the name of the selected Directory and the list of all groups in the address book. Use the arrow keys to scroll up and down the list, and the double arrow keys to move from page to page.

- To search for recipients in a group, scroll to the group name then press the LIST button.

  The User Search Result screen opens.

- To add all members of a group to the recipient list, scroll to the group name then press the ADD button.

  The Address Edit screen opens and the group members are added to the recipient list.

  To return to the Address Edit screen without adding recipients, press the CANCEL button.

Searching the Address Book

The User Search screen appears when you press SEARCH on the Address Edit screen. The Directory field displays the name of the currently selected local address book or LDAP server.

1 To search for recipients in a different Directory Service (LDAP or GL-1020) press the down-arrow button.

  The Address Book and LDAP Server Selection screen opens, listing the address books and LDAP servers defined in TopAccess.

2 Using the arrow buttons to scroll through the list, select the Directory to be searched.

3 Press OK to return to the User Search screen.

4 To search by:

  - Recipient name, press the NAME field and use the alphanumeric screen to enter the name for which to search (up to 64 characters).
  - Email address, press the EMAIL field and use the alphanumeric screen to enter the address for which to search (up to 90 characters).

5 Press SEARCH.

  The User Search Results screen opens, displaying all address book entries that match your search string.

  To abandon the search and return to the Address Edit screen, press CANCEL.

User Search Results Screen

This screen displays the total number of matching results together with the list of names or Email addresses.

- To add a person to the recipient list, scroll to the person's name or address in the list then press ADD.

  The Address Edit screen appears and the selected person is added to the recipient list.

- To cancel the process or return to the previous screen, press CANCEL.

SCANNING DESTINATIONS

You can scan to six destinations.

Before you specify any template destination settings, the administrator must configure the scan transfer agents, entering details such as the SMTP Server IP Address and Controller Domain Address. Please refer to the Administrator's Guide or the TopAccess Web-based help for details.

Scanning to TWAIN

Send to TWAIN saves image data in the \GL_TWAIN folder on the controller.

At shipment, the domain name for the controller is "WORKGROUP."

The directory in which the file is stored follows this convention:

[\\GL<XXXXXXXXXXXX>] – [\GL_TWAIN]

where GL<XXXXXXXXXXXX> represents the Media Access Control (MAC) address of the network interface card in the controller.

To retrieve the data from a shared folder on the controller, use a TWAIN-compliant application on your client workstation.

Scanning to File

Send to File saves image data either in the controller's \GL_SHARE folder or in a shared folder on the file server.

You can save scanned images in TIFF or PDF format and retrieve them from the shared folder on the controller or file server via the network.

Saving to the Controller

At shipment, the domain name for the controller is "WORKGROUP."

The destination names follow these conventions:

[\\GL<XXXXXXXXXXXX>] – [\GL_SHARE] – [\Group Number – Group Name – Template name]

where: GL<XXXXXXXXXXXX> represents the Media Access Control (MAC) address of the network interface card in the controller.

Note: You can access saved Send to File data regardless of whether the job is assigned a password.

Saving on a File Server

You can save the scanned image data to a designated file server with the Windows® operating system on the network.

When you use the Scan to Fileserver feature, you should allow the user account specified in the Agent Settings submenu to access and write to the destination folder.

For further details, refer to the online Help, or Administrator's Guide.

Scanning to Email

Send to Email sends images by email attachment to the list of email addresses specified in a template. You can:

- Specify the image data format: PDF or Multi Page TIFF (G4).
- Send the image data by dividing it in smaller blocks (Fragment Message). Your options are: No fragmentation, 64 KB, 256 KB or 512 KB fragments.
- Create and attach a text message (Body) of up to 1 KB with the image data.

  Note: The maximum size of image data you can send by email attachment is 20 MB. However, the administrator can specify a lower limit in the range 2-20 MB if the email client software is unable to handle fragmentation successfully.

Scanning to Internet-Fax

Send to iFax faxes images via email to the Internet-Fax recipients specified in a template. You can:

- Specify the image data format. Your only choice, however, is TIFF-S.
- Send the image data by dividing it in smaller blocks (Fragment Message). Your options are: No fragmentation, 256 KB, 512 KB, 1024 KB or 2048 KB fragments.

  When the file size exceeds the specified limit, the software sends pages one at a time. Each email message contains a single page instead of one multipage tif.

  Note: The same limitations apply for Send to Email.

Scanning to TopAccessComposer

Send to TopAccess Composer saves scanned documents in TopAccessComposer's storage. The template determines the root folder. You can select or create a subfolder and specify a document name. If you do not specify a subfolder, the software stores the document in the root folder.

> Note: When scanning to TopAccessComposer, you must use 600 dpi resolution.

Scanning to FTP

Send to FTP transfers scanned documents to a remote host via an FTP server. This option provides a convenient way of accessing scanned documents from a Macintosh or Unix workstation. You can specify:

- The name or IP address of the FTP server, the port number for FTP transfer, and the user name and password of the FTP account on the server. If you omit the user name and password, an anonymous login is assumed.
- Whether to retry if the FTP transfer fails and, if so, how many times and the number of minutes between retries.
- The file format: Single Page TIFF (G4), Multi Page TIFF (G4), or PDF.
- Whether to overwrite an existing file of the same name in the destination folder.

RETRIEVING DOCUMENTS

This chapter tells you how to retrieve scanned image data. It provides step-by-step instructions for retrieving images from TWAIN, and summarizes the procedure for retrieving images from a file on the controller or file server. It also provides reference-style descriptions of the TWAIN dialog boxes.

For retrieving images from TopAccessComposer, see the *TopAccessComposer Operator's Guide*.

RETRIEVING SCANNED DOCUMENTS (TWAIN)

When scanned data is saved as a TWAIN-compliant image on the controller, you can retrieve it using a TWAIN-compliant software application such as "Imaging for Windows," a Windows® 98, Me, and 2000 operating system accessory. To do this, you must have the GL-TWAIN Driver installed on your workstation.

Note: Some applications that support TWAIN formats may not work with the GL-TWAIN Driver. Refer to the application's manual or online Help in that case.

The Windows NT® 4.0 operating system does not come with any TWAIN application software installed; you must obtain the software separately.

The retrieval process consists of three parts:

1 Select the GL-TWAIN Driver, using your application's Select Source dialog box.

2 Find the document folder, using the GL-TWAIN Driver*'s* Folder Setting dialog box.

3 Retrieve the document, using the Main TWAIN dialog box. From this dialog box, you can also:

- Update the document list
- Delete a document
- Access the Document Information dialog box to view document details

Selecting the GL-TWAIN Driver

You must select the GL-TWAIN Driver before you can retrieve stored documents for the first time. You don't need to repeat this step unless you want to change drivers.

1 From the File menu in the application you are using, click **Select Device**. (This option may appear as Select Source, Scanner Selection or Data Source Selection.)

2 In the Select Source dialog box, select the **TOSHIBA e-STUDIO** GL-TWAIN Driver.

3 Click **OK**.

Finding the Document Folder

You use the Folder Setting dialog box to locate the folder containing the document you want to retrieve. For a detailed description of this dialog box, see *"Folder Setting Dialog Box Reference"* on page 62.

1 In the application menu, click **Acquire**.

The Folder Setting dialog box appears.

2 If the Domain and Machine shown contain the folder you want, go to step 5.

3 If the Domain shown is not the location of the folder you want, select the correct name from the drop-down list, or click **Search** to find it.

4 If you have more than one GL-1020 on the network and the machine shown is not the location of the folder you want, select the correct name from the drop-down list, or click **Search** to find it.

5 Click **Show Folders** to display a list of all folders at the location.

6 Click the folder that contains the document you want.

7 If the folder is password protected, enter the 5-digit password in the Folder Password field.

8 Click **OK**.

The Main TWAIN dialog box appears showing all the documents in the folder.

Retrieving the document Using the GL-TWAIN Driver

You use the Main TWAIN dialog box to bring documents into your application. For a detailed description of this dialog box, see *"Dialog Box Reference"* on page 62.

Note: Some software applications may not be able to retrieve multi-page scanned images.

1 In the Main TWAIN dialog box, click the document to retrieve.

2 Click **Acquire**.

3 If the document is password protected, enter the 5-digit password to access the folder.

4 Click **Yes** to remove the file from the folder after retrieval or **No** to leave the file to be acquired again at a later time.

5 When you are finished, click **Close** to exit the GL-TWAIN Driver and return to your application.

During image retrieval, this button cancels retrieving the current document.

Viewing Document Details

1 In the Main TWAIN dialog box, click the document you want to view.

2 Click **Properties**.

3 If the document is password protected, enter the 5-digit password.

The Document Information dialog box opens, displaying detailed information about the selected document.

Updating the Document List

To update the list of documents and sort them by document name: In the Main TWAIN dialog box, click **Refresh.**

Deleting a Document

1 In the Main TWAIN dialog box, click the document to delete.

2 Click **Delete**.

3 If the document is password protected, enter the 5-digit password.

A delete confirmation message appears.

4 Click **Yes** to delete the document from the folder or click **No** to cancel and return to the Main TWAIN dialog box.

MORE WAYS TO RETRIEVE DOCUMENTS

In addition to using the GL-TWAIN Driver to retrieve documents, you can use:

- Any suitable imaging software application
- TopAccessComposer

Retrieving Using Another Application

When scanned image data is saved in a controller or network-shared folder, you can retrieve it using an imaging application.

The following instructions use the “Imaging for Windows” application to illustrate the process.

1 Start the “Imaging for Windows” application.

2 From the File menu, select **Open**.

3 Browse for the shared folder in the controller or network.

In the controller, the folder is called GL_SHARE.

4 Select the file and click **Open**.

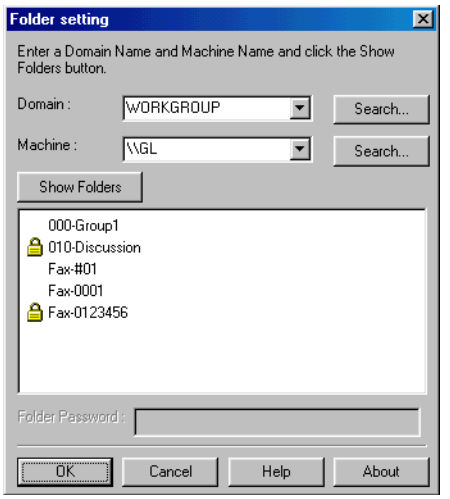
Retrieving Using TopAccessComposer

To learn how to retrieve scanned data stored in TopAccessComposer, see the *TopAccessComposer Operator's Guide*.

DIALOG BOX REFERENCE

The following sections describe the contents of each dialog box used to retrieve, print and view scanned images.

Folder Setting Dialog Box Reference



Sample Folder Setting dialog box

The Folder setting dialog box appears when you select **Acquire** from the application menu. Use it to locate the folder containing your document.

The Folder setting dialog box contains the following buttons and fields:

Domain—is the name of the workgroup (collection of computers) or domain to which the GL-1020 belongs. At shipment, the default is set to: WORKGROUP. Type the name, select it from the drop-down list (click the down arrow), or click **Search** to find it.

> Note: A controller can belong to a workgroup or a domain, but not to both.

Machine— is the name of the GL-1020. At shipment, the default is set to: \\GL<XXXXXXXXXXXX> (where <XXXXXXXXXXXX> represents the Media Access Control (MAC) address of the controller). Type the controller name, select it from the drop-down list (click the down arrow), or click **Search** to find it.

Show Folders—displays a list of the folders found at the Domain/ GL-1020.

Scanned documents are stored in folders that correspond to template groups. The screen ID for the public template group is "000."

Folder Password—appears if the folder is password protected. If it appears, enter the 5-digit password to access the protected folder.

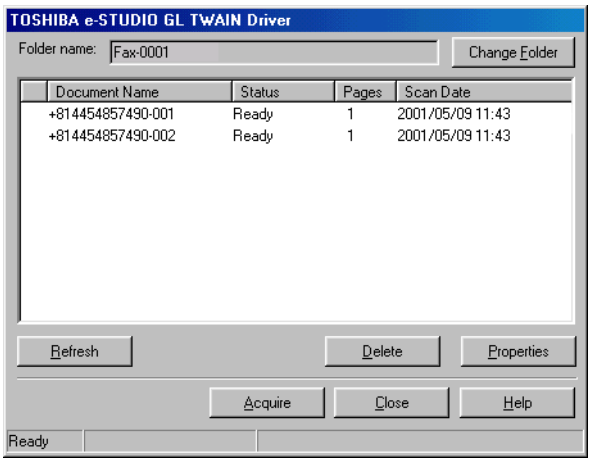
OK—opens the Main TWAIN dialog box for the selected folder, enabling you to retrieve the document.

Cancel—closes the dialog box and returns to the application. If you opened the Folder Setting dialog from the Main TWAIN dialog, you return to the Main TWAIN dialog when you click **Cancel**.

Help—opens online help.

About—displays version and copyright information.

Main TWAIN Dialog Box Reference



Sample Main TWAIN dialog box

The Main TWAIN dialog box appears when you select a folder from the Folder Setting dialog box. The Main TWAIN dialog box contains a list of all the documents in that folder. From here you can:

- Retrieve a selected document for use in your application
- Update the document list, for example by deleting a document from the folder

- View detailed information about the document
- Return to the Folder Setting dialog box
- Specify that the retrieved document remains in the folder

The Main TWAIN dialog box contains the following buttons and fields:

Folder name—displays the name of the folder containing the documents.

Change Folder—opens the Folder Setting dialog box, where you can select another folder.

List box—contains a list of all documents in the selected folder. Any characters that cannot be used in filenames are replaced with an underscore "_".

Document Name—is the name of the document. If the document is password protected, a padlock icon is displayed in front of the name.

Click the column heading to sort the list by document name.

Status—shows one of three messages:

- Ready—the document can be retrieved.
- Processing—the document is open. Attempting to retrieve it may destroy the document.
- An asterisk (*) indicates that the document is password protected; its status is not displayed.

Click the column heading to sort the list by status.

Pages—is the number of pages in the document. An asterisk (*) indicates that the document is password protected; the number of pages is not displayed.

Click the column heading to sort the list by number of pages.

Created—is the date and time the document was scanned or routed from fax to the controller. The date format depends on your system date settings.

Click the column heading to sort the list by scan date and time. This is the default sort.

Refresh—updates the list of documents and sorts them by scan date.

Delete—removes the selected document.

Properties—opens the Document Information dialog box, which gives detailed information about the selected document. If the document is password protected, enter the 5-digit password to view the Document Information dialog box.

Acquire—retrieves the selected document for use by your application. If the document is password protected, enter the password when prompted.

Close—exits the GL-TWAIN Driver and returns to the application. You can click this button before or during the retrieval process.

Help—opens the online Help file.

Status bar—displays three types of information.

- Status Area
  - Ready—Document retrieval can begin.
  - Retrieving—The selected document is being retrieved.
  - Updating—The dialog box information is being updated (after you click **Refresh**).
- Progress Area—Displays a visual representation of the status of the process being performed.
- Comment Area—While you are retrieving the document, this area displays the number of pages. It also displays a warning when free storage space is less than 20% (Windows NT® operating system only).

Document Information Dialog Box Reference

The Document Information dialog box appears when you select a document and click **Properties** on the Main TWAIN dialog box. Use it to view details about the document such as size, location, and status.

The Document Information dialog box contains two tabs.

General Tab

This tab presents general information about the document:

Name—the name of the document.

Location—where the document is stored.

Pages—the number of pages in the document.

Status—the condition of the document: Ready or Retrieving.

Note: The maximum size of image data you can send by email attachment is 20 MB. However, the administrator can specify a lower limit in the range 2-20 MB if the email client software is unable to handle fragmentation successfully.

Created—the date and time when the document was scanned or routed from fax to the controller.

Protected—has two options:

- Yes—the document is password protected
- No—the document is not password protected

Pages Tab

This tab describes the configuration of the pages in the document:

Page—is the page number.

Image Size—is the number of pixels in the image on the page.

DPI—is the resolution of the image in dots per inch.

OK—returns to the Main TWAIN dialog box.

HELP—opens the online Help file.

MONITORING SCAN JOBS

You can manage scan jobs using the Scan Jobs page in TopAccess. This page enables you to view the current scan jobs queue, the scan jobs log and the scan message log. You can sort the current jobs list and the scan jobs log by Group, Template, Agent, Status or Time. You can also cancel a scan job that is waiting to be processed.

Alternatively, you can use the GL-DocMon utility to monitor scan jobs. See the *Operator's Guide (Basic)* for details.

MANAGING SCAN JOBS

To determine the status of a scan job, you can view the various scan logs:

- Current Jobs, which lists all scan jobs currently queued for processing
- Scan Jobs Log, which lists completed scan jobs
- Scan Message Log, which lists system messages related to the scan function.

Besides viewing these logs, you can delete scan jobs.

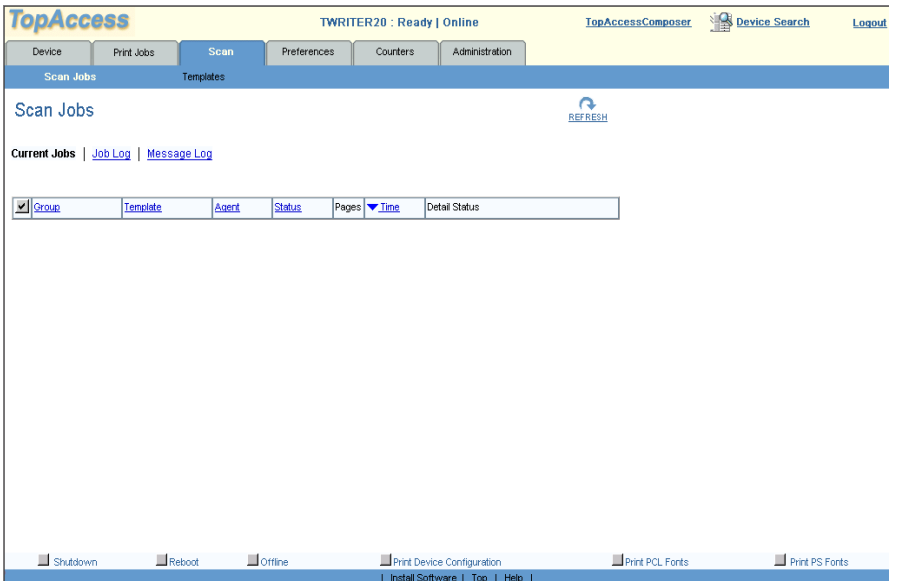
Viewing Current Scan Jobs

The Scan Jobs page displays the list of current scan jobs and provides links to the scan jobs log and scan message log.

The Current Jobs list displays the group, template, agent, status, number of pages and start time for each scan job.

1 Click the **Scan** link.

2 If necessary, click **Scan Jobs** to open the Current Jobs page.



TopAccess Current Scan Jobs page

3 To sort the current jobs list so that a particular job is easier to find, click the appropriate table heading. The page refreshes to display the information in the order you requested.

4 Scroll down the list to see details of the job.

Viewing the Scan Jobs Log

To view the list of completed scan jobs:

1 On the Scan Jobs page, click **Job Log**.

2 To sort the log in a particular order, click the appropriate table heading.

3 Scroll down the list to see details of the job.

4 Click the **Refresh** icon in the right corner to update the information on this page.

The Scan Jobs Log displays the group, template, agent and status for each job.

Viewing the Scan Message Log

To view the list of system messages for scan jobs:

1 On the Scan Jobs page, click **Message Log**.

2 To sort the list of messages in a particular order, click the appropriate table heading.

3 Scroll down the list to locate the messages.

Deleting Scan Jobs

You can cancel any job that is in the Current Jobs queue by deleting it.

1 On the Scan Jobs page, check the box next to the scan job that you wish to delete or click the Check All heading to select all jobs.

2 Click **Delete**.

3 Click **OK** to confirm the deletion process.

The scan job(s) will be deleted from the queue.

Scan Administration

It is a good idea to perform regular maintenance tasks such as resetting the scan counter, backing up and restoring the address book and scan templates, or deleting scan files stored on the controller.

For information about how to reset scan counters, see *"Resetting Scan Counters"* on page 211.

"Maintenance Functions" on page 217

BASIC TROUBLESHOOTING

This chapter is the place to start if you are experiencing difficulties using the network scan functions. Because the system integrates hardware, network, and software components, errors do occur and sometimes it can be difficult to determine their source.

Variations between network configurations and user setup further complicates the troubleshooting process.

This chapter provides error tables that list controller error messages and the corrective actions you can take as an end user. It also describes GL-TWAIN Driver problems and their solutions.

For corrective actions that administrators can take, see the Administrator's Guide.

ERROR MESSAGES

Error Messages Defined

Message	Action (End User)
Scan kit Internal Error (SK1)	Restart the controller. If the controller is not restored, contact the Network Administrator
Scan kit Internal Error (SK2)	Restart the controller. If the controller is not restored, contact the Network Administrator.
Select either Public or Private scan. Private scan may require a password.> Internal memory used is NN%.	Determine the job in progress by reviewing the Scan Jobs screen in TopAccess. When a job is present, either wait for it to complete, or delete it. If the job won't complete, delete it. If the error persists, restart the controller. If the error still persists after restarting the controller, contact the Network Administrator.
Select either Public or Private scan. Private scan may require a password. > Shared memory used is NN%.	Delete unnecessary data stored on the controller. Use the GL TWAIN Driver to delete data from the GL_TWAIN folder, or an appropriate application to delete data from the GL_SHARE folder.
Scan Kit Internal Error (SK3)	Restart the controller. If the controller is not restored, contact the Network Administrator.
Scan Kit Internal Error (SK4)	Database access error. Restart the controller. If the controller is not restored, contact the Network Administrator.
Scan Kit Internal Error (SK5)	Restart both the controller and the copier. If the controller is not restored after restarting, contact the Network Administrator.
Scan Kit Internal Error (SK6)	Scanning cannot be started due to the copier status. Make sure that the operation on the copier is correctly set up and then retry scanning.
Invalid group password	Finish glass scan (a document is on the ADF). To read the original from the ADF, try again after the glass scan is complete.

Message	Action (End User)
Finish glass Scan (Max page reached)	The number of pages has reached the maximum (100 pages or 200 images if duplex). Finish scanning.
Finish glass Scan (A document is on ADF)	A document on the glass is being scanned. Wait until the current scan process is complete before using the ADF scan function.
Finish glass Scan (Job full)	Finish scanning, reduce the resolution, or change the document type to “Text” or “Text/ Photo,” to scan again.
Finish ADF Scan	Place an original on the ADF.
100 sheets can be set on the ADF. To continue, repeat the operation.	The number of sheets has reached the maximum. Reduce the number of sheets to scan again.
Job Overflow. To continue, repeat the operation.	The amount of data has reached the maximum for a scan. Reduce the amount of data to scan again using any of the following methods: 1. Reduce the number of pages. 2. Reduce the resolution. 3. Select Text/Photo or Text mode.
Job Overflow. Finish ADF scan.	The amount of data has reached the maximum for one scanning. Reduce the amount of data to scan again using any of the following methods: 1. Reduce the number of pages. 2. Reduce the resolution. 3. Select Text/Photo or Text mode. When this error occurs during continuous scanning, data scanned before the error occurred is stored. To use the stored data, press the Finish key.

Message	Action (End User)
Scanner Memory full. Job is canceled	The scanner memory is full and your request has not been accepted. Use TopAccess to determine the job in progress. When any job is present, either wait for the job to be completed, or delete it. If the job won't complete, delete it. If the error persists, restart the controller. If the error still persists after restarting the controller, contact the network administrator.

TWAIN DRIVER ERRORS

Cannot Find the GL-1020

Problem Description:

Cannot find the controller using the **Search** button.

Corrective Action:

Confirm that the user workstation and controller are properly connected to the NetBIOS network. Make sure that the selected workgroup name is correct. If the controller is out of the subnet in which user's workstation exists, enable access to the controller via NetBIOS over TCP/IP by specifying the controller's machine name and IP address in WINS server or lmhosts file in the user's workstation. Then try entering the controller's machine name directly in "Machine Name."

Cannot Access TWAIN Folder

Problem Description:

Cannot access the \\GL-1020\GL_TWAIN folder from Windows® Explorer.

Corrective Action:

This network folder contains Scan to TWAIN documents and can be accessed only using the GL-TWAIN Driver.

TWAIN Driver Dialog Does Not Appear

Problem Description:

Initiated the TWAIN image acquisition mode from an application, but the GL-TWAIN Driver dialog box does not appear.

Corrective Action:

The GL-TWAIN Driver dialog box may be hidden behind other windows. Minimize all other windows. If you cannot find the dialog box, enable the "Show UI" feature of the GL-TWAIN Driver from the application. See the Scan Readme file for more detail.

Cannot Acquire Document

Problem Description:

Cannot acquire a document using the GL-TWAIN Driver.

Corrective Action:

The GL-TWAIN Driver is carefully tested with several TWAIN-compliant applications. Some applications need to be configured to connect to the GL-TWAIN Driver. See the Scan Readme file for supported applications and configuration tips.

B/W Image Reversed.

Problem Description:

Image is acquired but the black and white areas of the image are reversed.

Corrective Action:

Some applications may handle Black and White pixilation incorrectly. Enable the “Reverse Image” option from the application and try again.

Cannot Acquire Multi-Page Document

Problem Description:

Cannot acquire a multipage document from an application.

Corrective Action:

Some applications do not support multipage scan from TWAIN I/F, or need to be configured to acquire multipage documents. See the Readme file on the Scanner Client CD-ROM.

Cannot Open a Password Protected Folder or Document

Problem Description:

A folder or document is password protected and you don't know which password to apply.

Corrective Action:

The folder password is the same as the corresponding template group password. Document passwords are the same as the corresponding template password. If the group password changes, the corresponding TWAIN folder password changes also. Document passwords remain the same as the template password when the document is scanned originally, even if the template password changes subsequently.

SCAN TAB REFERENCE

The Scan tab has two submenus:

- *Scan Jobs* allows you to view the list of current scan jobs, and to delete jobs from the queue
- *Templates* allows you to create, edit and delete scan templates and template groups.

This chapter describes the fields and controls on each page of these submenus.

SCAN JOBS PAGE

When you click the Scan Jobs submenu, the Scan Jobs page displays the list of current scan jobs and provides controls for:

- Accessing the scan logs
- Refreshing the page
- Deleting scan jobs

Scan Jobs List

This table has eight columns:

Checkmark—check the boxes in this column to select scan jobs. To select all jobs, click the button in the column heading.

Group—displays the name of the template group for each job.

Template—displays the name of the template for each job.

Agent—displays the scan transfer agent for each job.

Status—displays the status of each job.

Pages—displays the number of scanned pages for each job.

Time—displays the time and date each job started (was scanned).

Detail Status—displays further information about the job.

You can sort the table by Group, Template, Agent, Status or Time. The default sort sequence is ascending order of Time, indicated by the up arrow in the column heading. To sort the table on a different column, click its heading.

Controls

Job Log—click this link to view the log of completed scan jobs.

Message Log—click this link to view scan messages.

Refresh—click this link to update the scan jobs list.

Delete—click this button to cancel the selected scan jobs. A confirmation message appears. Click **OK** to delete the jobs.

TEMPLATES PAGES

You use these pages to create, edit and delete scan templates. To access these pages:

1 On the **Scan** tab, click the Templates submenu.

By default, the main Templates page opens listing all templates in the Public group.

2 If the Templates list doesn't appear, click the **Templates** link.

3 To view the templates in a private group, click the down arrow to open the **Group** listbox and select the group.

Templates List Page

This page contains a table listing all templates in the selected group and provides controls for:

- Going to the Template Groups pages
- Selecting a different group
- Creating new templates
- Editing existing templates
- Deleting templates

Templates Table

This table has five columns:

Checkmark—check the boxes in this column to select templates.

Padlock—a padlock icon in this column means the template is password protected. If you try to edit or delete the template, a Password popup appears.

Icon—shows the icon displayed for each template on the copier's control panel.

Template Name—displays the name of each template.

Agent—lists the scan transfer agent used by each template.

You can sort the table by Template Name or by Agent. The default sort sequence is in ascending order of Template Name, indicated by an up arrow in the column heading. To sort by agent, click the Agent heading.

Controls

To create, edit or delete public templates, you must be logged in as an administrator. If you are using TopAccess in end-user mode,

the **New**, **Edit** and **Delete** buttons are hidden for the Public template group.

Template Groups—click this link to create, edit or delete template groups. Alternatively, you can create a new group when creating a new template.

Group—to view templates in another group, click the down arrow and select the group.

New—click this button to open the New Template page.

Edit—this button is enabled when you select a single template in the table. Click it to edit the selected template.

Delete—this button is enabled when you select one or more templates in the table. You can delete multiple templates provided they aren't password protected. Templates with passwords must be deleted one at a time. When you click this button to delete the selected template(s) a confirmation message appears.

New Template Page

This page opens when you click **New** on the Templates list page. It has three main parts:

- Entering template identification details and optionally setting a password
- Selecting the scan settings
- Selecting the transfer agent settings

The first two parts are the same for all templates. The third part varies according to the scan transfer agent you select.

When you have defined the new template and click **OK**, the template is added to the template table and you return to the Templates list page.

Template Identification

Caption—enter a name for the template in these fields (up to 11 characters in each). If you use both fields, they are joined by an underscore to form the template name.

Template Group—displays the group name selected on the Templates list page. To select a different group, click **Cancel** to return to the Templates list page. To create a group, click **New Group** to open the New Template Group popup.

Owner—enter the name of the template's owner (up to 32 characters).

Padlock symbol—optionally, check **Password protect this template** to enable the Password and Confirm Password fields.

Password—enter a password for the template (5 digits displayed as asterisks).

Confirm Password—enter the password again.

Template Icon—select an icon to display for this template on the copier's control panel.

Scan Settings

Choose the settings for your template from the drop-down list boxes:

Double Sided Scan—choose from Single (default), Duplex Book, or Duplex Tablet.

Rotation—choose from No Rotation (default), 90 Right, 90 Left, or Rotate 180.

Document Type—choose from Text (default), Text/Photo, or Photo.

Resolution—choose from 150 dpi, 200 dpi (default), 300 dpi, 400 dpi, or 600 dpi.

> Note: When scanning to TopAccessComposer, select only 600 dpi. When scanning to iFax, select only 200 dpi.

Exposure—choose Auto (default), or select a specific level if necessary.

Original Size—Choose:

- Auto (default) for original documents that have the same page size throughout (copier detects size of first page)
- Mixed Original Sizes if the original document uses more than one page size (copier detects size of each page)
- A specific size if this template applies to documents that are always on the same size paper.

Send email—optionally check one or both of these boxes to receive notification by email. The Email Address box is enabled.

Email Address—enter your email address (up to 90 characters).

Agent Settings

This part varies according to the scan transfer agent you select.

Send To—open the list box, and select a scan transfer agent.

For the agent delivery details, see:

"Send to TWAIN" on page 81

"Send to File" on page 81

"Send to Email" on page 81

"Send to iFax" on page 82

"Send to TopAccessComposer" on page 82

"Send to FTP Server" on page 83

Send to TWAIN

This transfer agent stores scanned files in a TWAIN folder on the controller. You can retrieve these files using any TWAIN-compliant application.

File Name—displays the name of the TWAIN document, consisting of the template name and a 3-digit number.

Folder Location—displays the path name of the TWAIN folder, consisting of <group number>-<group name>.

You cannot change these.

Send to File

This transfer agent stores scanned files on the controller or on a file server.

Location—click the down arrow and select a location for the scanned file from the list box. Choices are Controller or Network Folder.

Path—displays the path for storing the scanned file, consisting of <group number>-<group name>-<template name>.

File Name—enter a name for the scanned file.

File Format—click the down arrow and choose from Single Page TIFF (G4), MultiPage TIFF (G4), or PDF.

Send to Email

This transfer agent sends scanned files as email attachments to specified recipients.

From—enter your name.

Return Email Address—enter your email address (up to 128 characters).

To—click this link to open the Addresses popup and select recipients. Alternatively, for one recipient you may prefer to type the email address in the text box.

Subject—enter the email's topic (one line).

Body Text—enter any covering message (up to 1 KB).

Attachment File Format—TIFF-S.

Message Fragmentation—click the down arrow and choose from None (default), 64 KB, 256 KB, 512 KB.

Send to iFax

This transfer agent faxes scanned files to specified email addresses.

From—the sender's name.

Return Email Address—the sender's email address (up to 128 characters).

To—click this link to open the Addresses popup and select recipients. Alternatively, for one recipient you may prefer to type the email address in the text box.

Subject—enter the topic of the fax (one line).

Body Text—enter any covering message (up to 1 KB).

Attachment File Format—TIFF-S.

Message Fragmentation—click the down arrow and choose from None (default) ,256 KB, 512 KB, 1024 KB, 2048 KB.

Send to TopAccessComposer

This transfer agent stores scanned files in a TopAccessComposer folder.

TopAccessComposer Folder—enter the name of the destination folder in TopAccessComposer. The exact folder path will be displayed below. If the folder is a Private folder and the folder name is the same as a user home Private folder, a new folder with the same name will be created under the user's home folder. For example, Private\Toshibauser \Toshibauser. If the folder name is left blank, no folder will be created and the scanned files will be

stored in the user's home folder. For example, Private\Toshibauser.

Folder Type—click the down arrow and choose from Public, Private or Department. If you choose Private, you must enter your login name and password.

Login Name—enter your TopAccessComposer login name (up to 15 characters).

Password—enter your TopAccessComposer login password (up to 10 characters).

Confirm Password—enter the password again.

Document Name—enter the name of the scanned document.

Send to FTP Server

This transfer agent sends scanned files to an FTP server, enabling them to be retrieved from Macintosh or Unix workstations.

FTP Server—enter the name or IP address of the FTP server (up to 128 characters).

FTP Server Port—enter the port number for the FTP transfer (default 21).

User Name—enter the user name of the FTP account on the server (up to 15 characters).

Password—enter the password for the FTP account on the server (up to 10 characters).

Retry when FTP transfer fails—optionally check this box to enable the Retry Count and Retry Interval fields.

Retry Count—open the list box and choose the number of retries to attempt: 1, 2 or 3.

Retry Interval—open the list box and choose the number of minutes between retries (up to 59 minutes in 1 minute increments).

File Path—displays the path name for storing the scanned file, consisting of <group number>-<group name>-<template name>.

File Name—enter a name for the scanned file.

File Format—open the list box and choose from Single Page TIFF (G4), MultiPage TIFF (G4), or PDF.

Overwrite—check this box if you want the scanned file to overwrite any file of the same name in the destination folder.

Addresses Popup

This dialog box opens when you click the To link for the Scan to Email or Scan to iFax agent. It enables you to select a list of recipients for your email or fax.

Check each recipient's name, then click **OK**.

Edit Template Page

This page opens when you click **Edit** on the Templates list page. It displays the selected template's current settings. The Template Group name is read-only. You can change any of the other settings.

This page has the same fields and controls as the New Template page with one exception. Edit Template has no **New Group** button.

TEMPLATE GROUPS PAGES

You use these pages to create, edit and delete template groups. To access these pages:

1 On the **Scan** tab, click the Templates submenu.

By default, the main Templates page opens.

2 Click the Template Groups link.

Template Groups Page

The Template Groups page lists all existing template groups and provides controls for:

- Going to the Templates pages
- Creating new template groups
- Editing existing template groups
- Deleting template groups

Template Groups List

This table has four columns:

Checkmark—check the boxes in this column to select template groups.

Padlock—a padlock icon in this column means the template group is password protected. If you try to edit or delete the group, the Group Password popup appears.

Group Name—displays the name of each template group.

Owner—lists the owner of each template group.

You can sort the table by Group Name or by Owner. The default sort sequence is in ascending order of Group Name, indicated by an up arrow in the column heading. To sort by owner, click the Owner heading.

Controls

To delete password-protected private template groups, you must be logged in as an administrator. The Public template group cannot be deleted.

Templates—click this link to create, edit or delete templates.

New—click this button to open the New Template Group page.

Edit—this button is enabled when you select a single template group in the table. Click it to edit the selected group.

Delete—this button is enabled when you select one or more template groups in the table. You can delete multiple groups provided they aren't password protected. Groups with passwords must be deleted one at a time. When you click this button to delete the selected group(s) a confirmation message appears.

New Template Group

This dialog appears as a page if you click **New** on the Template Groups page, or as a popup window if you click **New Group** on the New Template page.

To define a group, you must give it a name. The other fields are optional.

Group Name—enter a name for your new group (up to 11 characters).

Owner—enter the name of the group's owner (up to 20 characters).

Email Address—enter the email address to which error messages should be sent (up to 90 characters).

Padlock symbol—optionally, check **Password protect this group** to enable the Password and Confirm Password fields.

Password—enter a password for the template (5 digits displayed as asterisks).

Confirm Password—enter the password again.

GLOSSARY OF TERMS

Definition of Common Terms

Term	Definition
Current Jobs	The list of all print and copy jobs currently queued to the selected GL-1020 controller. You can view it using either the TopAccess or the GL-DocMon application.
Department folder	A TopAccessComposer system folder. The administrator can store and work with documents in the Department folder. Registered and unregistered users can view and print documents in the Department folder, but cannot edit them.
Device	Refers to the GL-1020 controller connected to a network digital copier. Often, the term device is used to refer to the entire controller/copier system.
DIN	Document Identification Number. You must enter this number at the copier to release private jobs for printing.

Term	Definition
Document editor / organizer	Refers to the TopAccessComposer application, which enables you to store, edit, manage and print scanned images using a web interface.
Driver	See *Printer Driver*.
Duplex	The process of printing on both sides of a sheet of paper. For duplex printing, the copier must have an **A**utomatic **D**uplex **U**nit (ADU) installed. See also *Simplex*.
Electronic Document Processing System	This system consists of the TOSHIBA e-STUDIO550/650/810 digital copier connected to the GL-1020 controller. It provides the convenience of walk-up copying, scanning, and network printing from the same device.
Gateway address	The IP address of the router that the GL-1020 controller uses to access devices on other subnets.
GL-1020	The TOSHIBA controller used to connect digital copiers to a network. Also referred to as the *device* or *printer*.
Hardware address	The unique address assigned by the manufacturer of a network interface card. Also known as the ***M**edia **A**ccess **C**ontrol* (MAC) address.
HTTP	**H**yper**T**ext **T**ransfer **P**rotocol. The Internet standard that supports information exchange on the World Wide Web (WWW). HTTP provides users with transparent access to the Internet.
Jobs Log	A file that contains a historical record of the jobs submitted to the GL-1020 controller. The information for each job includes the document name, size, date and time stamp, and status. You can filter the Jobs Log to list only the details for specific types of jobs.
Job Type	The printing method for a specific job: Normal, Scheduled, Private, Proof Print, Print to Image Overlay File, TopAccessComposer or TopAccessComposer Print.
LDAP	**L**ightweight **D**irectory **A**ccess **P**rotocol. A network protocol for extracting information from a hierarchical directory.
MAC	**M**edia **A**ccess **C**ontrol. A sublayer of the layer 2 data link protocol. It deals with network access and collision detection.

Term	Definition
MAC Address	The unique address assigned by the manufacturer of a network interface card.
Message Log	A file that contains a historical record of errors and warnings that occurred on the GL-1020 controller or the copier. The information for each message includes the date, subsystem, and message severity. You can filter the Message Log to list only those messages that meet specific criteria.
On-demand printing	A service designed to cut book and warehousing costs by printing books at the time of sale.
Orientation	The direction in which a document is laid out on a page. Portrait orientation produces a vertical page layout (i.e., the page height is greater than the width). Landscape orientation produces a horizontal page layout (i.e., the page width is greater than the height).
Printer Driver	Software installed on the client workstation that enables printing to a device. The TOSHIBA printer drivers are on the e-STUDIO GL-1020 Client CD-ROM. They permit printing to the GL-1020 controller.
Private folder	A folder that belongs to a registered user. When you create a new user account, TopAccessComposer creates a private folder for you. You must log on to the document editor / organizer in order to view your private folder.
Properties	User-definable attributes or settings. For example, print properties include page orientation and duplex mode.
Property sheet	A dialog box containing properties grouped by category. For example, all properties that are related to finishing options are grouped on the GL-1020 drivers' Setup property page.
Property tab	A Properties dialog box typically contains several tabs that allow you to access property sheets, where options and settings are grouped by category or function.
Public folder	A TopAccessComposer system folder. The administrator and all registered and unregistered users can edit, view and print documents in the Public folder. They can also create Public subfolders.

Term	Definition
RIP	Raster Image Processor. A device that reads the text and graphics in a document and outputs a bit-mapped image to a printer. The acronym is used frequently as a verb, as in “The controller is ripping the print job.”
Scan agent	A set of properties for transferring scan jobs to a particular destination.
Scan template	A data structure containing the attributes for scan jobs, such as single-sided or duplex printing, resolution and paper size. Public templates are accessible to all users. Private templates are defined for specific purposes and may be password-protected.
Simplex	Printing on only one side of a piece of paper. See also *Duplex*.
TCP/IP	**T**ransmission **C**ontrol **P**rotocol/**I**nternet **P**rotocol. The TCP part of TCP/IP provides transport functions, which ensures that the total amount of bytes sent is received correctly at the other end. The IP part of TCP/IP provides the routing mechanism. TCP/IP is a protocol in which the messages transmitted contain the address of a destination network as well as a destination station.
TWAIN	**T**echnology **W**ithout **A**n **I**nteresting **N**ame. The de facto standard interface between software applications and image capturing devices.
URL	**U**niform **R**esource **L**ocator. An address that allows you to access information on the Internet, such as a web page, FTP or Gopher, Usenet, or database. URLs can take the following forms: “http://host.domain/page” and “mailto://username@host.domain”.

INDEX

A

Acquire, Main TWAIN dialog box 65
Address Book 51
  searching 52
Address Edit screen 51
Automatic Document Feeder
  using 37

C

Change folder, Main TWAIN dialog box 64
Changing scan parameters 45
Continuous scan mode 43
Controller
  scanning to 54

D

Deleting
  private groups 28
Deleting a document 60
Destinations 54
Displaying Address Book groups 51
Document
  deleting 60
  retrieving 59
Document folder
  finding 59
Document Information dialog box 65
Document Name, Main TWAIN dialog box 64
Documents
  retrieving 60
Domain name, Folder Setting dialog box 62

E

Email
  scanning to 55
Email Agent Settings Summary 48
Email attachment limit 55, 66
Error handling 44
Error messages 71

F

File
  scanning to 54

Fileserver
scanning to 55
FileShare Agent Settings Summary 47
Finding a document folder 59
Folder name, Main TWAIN dialog box 64
Folder Password, Folder Setting dialog box 63
Folder Setting dialog box 59, 62

G

General tab on the Document Information dialog box 65
GL_SHARE folder 54
GL_TWAIN folder 54
GL-DocMon 15
GL-TWAIN Driver, selecting 58
Group Select screen 51
Groups 23

I

iFax Agent Settings Summary 49
Internet-Fax
scanning to 55

J

jobs
deleting 69
viewing 68

L

List box, Main TWAIN dialog box 64
logs
viewing scan jobs log 69
viewing scan message logs 69

M

Machine name, Folder Setting dialog box 62
Main TWAIN dialog box 59, 60, 63, 64
Maximum number of originals 37

O

Originals
placing on the glass 38

P

Pages tab on the Document Information dialog box 66
Pages, Main TWAIN dialog box 64
Password, Folder Setting dialog box 63
Placing originals on the glass 38
Printer drivers 14
Printer Main Menu screen 39
Private groups 23
deleting 28
Private Scan feature 39
Private templates
resetting 30
using 25
Processing options 16
Public groups 23
Public Scan feature 39
Public templates 25
public templates
viewing 25

R

Refresh, Main TWAIN dialog box 64
Resetting
private templates 30
Retrieving a document 59
Retrieving scanned documents (File) 60
Retrieving scanned documents (TopAccessComposer) 61
Retrieving scanned documents (TWAIN) 62

S

Scan
groups 23
templates 23
scan
administration 69
Scan Agent
configuring 32
settings 46
Scan Agents 23
Scan features 14, 17
scan jobs
deleting 69
managing 68
viewing 68
Scan Main Menu screen 40
Scan parameters 45
changing 45
setting 45
Scan setting 45
Scan to controller 54
Scan to Fileserver 55
Scanned documents
retrieving 60
Scanning
procedures 39
Scanning destinations 54
Scanning modes 15
Scanning originals 39
Scanning overview 17
Scanning Status screen 43
Scanning to email 55
Scanning to file 54
Scanning to Internet-Fax 55
Scanning to TopAccessComposer 56
Scanning to TWAIN 54
Searching the Address Book 52
Selecting the GL-TWAIN Driver 58
Send to Email 55
Send to File 54
Send to iFax 55

Send to TWAIN 54
Setting scan parameters 45
Show Folders, Folder Setting dialog box 62
Software components 14
Status bar, Main TWAIN dialog box 65
Status, Main TWAIN dialog box 64
System components 15
System requirements 16

T

TCP/IP protocol 16
Templates 23
TopAccess 15
  Administrator 24
  End User 24
TopAccessComposer 15
  scanning to 56
TopAccessComposer Agent Settings Summary 48
TWAIN
  scanning to 54
TWAIN Agent Settings Summary 47

U

Updating the Document List 60
User Search Results screen 53

V

Viewing Document Details 60
Viewing Private Templates 29
Viewing public templates 25

W

Waiting for continuous scan screen 44
Waiting for next page screen 43